

Vendor is expected to be honest and act in good faith. The following statements support this policy. Vendor is also expected to support and comply with these policies. Failure to do so may result in discontinuance of business relationships.

- **Provision of gifts or other benefits.** Vendor should not offer or provide gifts, trips or favors that could influence an employee's decision or recommendation.
- **Corporate funds.** Any company liability to the vendor is to be satisfied only by submission of an appropriately detailed invoice to the company.
- **Laws & regulations.** Vendor is expected to comply with all applicable laws and regulations in the conduct of its business with the company.

Code of Conduct

Our company strives to work with vendors and suppliers who treat their employees with dignity and respect, adhere to applicable laws and regulations, and make their products in an environmentally sustainable manner. Accordingly, we require Vendor to comply with the following Code of Conduct.

1. **Forced Labor:** Vendor shall not use forced labor, whether in the form of prison labor (except convicts or prisoners on parole, supervised release or probation, or in any penal or reformatory institution), indentured labor, bonded labor, or otherwise.
2. **Child Labor:** Vendor shall not employ people younger than sixteen (16) years of age, or the minimum age for completing compulsory education in the country of manufacture, whichever is higher.
3. **Harassment and Abuse:** Vendor shall treat every employee with respect and dignity, and shall not subject any employee to physical, sexual, psychological, or verbal harassment or abuse.
4. **Nondiscrimination:** Vendor shall not subject any person to discrimination in employment (including hiring, salary, benefits, advancement, discipline, termination, or retirement) on the basis of gender, race, religion, age, disability, national origin, or other legally protected classes.
5. **Health and Safety:** Vendor shall comply with applicable environmental laws and regulations and provide a safe and healthy working environment to prevent accidents and injury to health occurring within or arising out of the course of work, or as a result of the operation of employer facilities.
6. **Freedom of Association and Collective Bargaining:** As required by applicable law, Vendor shall recognize and respect the right of employees to freedom of association and collective bargaining.
7. **Wages and Benefits:** Vendor shall pay employees at least the minimum wage required by local law, or the prevailing industry wage if no minimum wage law applies, and shall provide legally mandated benefits.

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8. **Hours of Work:** Vendor shall not require employees to work more than 60 hours a week except in extraordinary business circumstances. Vendor shall grant employees at least one day off in every seven-day period except in extraordinary business circumstances.
9. **Overtime Compensation:** In addition to their compensation for regular hours of work, Vendor shall compensate employees for overtime hours at the applicable premium rate in their country. In countries that have not established premium overtime rates, Vendor shall not pay employees less than their regular hourly rate for overtime hours.
10. **Monitoring and Compliance:** To ensure compliance with the Code of Conduct contained herein, Company shall have the right to monitor Vendor's factories through audits by Company and/or third parties, and visits by Company personnel. Company seeks relationships with suppliers that are committed to manufacturing under fair and safe labor conditions and sound environmental practices. If Company determines that Vendor does not comply with Company's Code of Conduct, Company may work with Vendor to develop and implement an appropriate corrective action plan. Nevertheless, depending upon the circumstances, Company, in its sole discretion, may elect to end its relationship with Vendor at any time for Vendor's failure, as determined solely by Company, to adhere to Company's Code of Conduct.

Business & Ethics Hotline

Taylor is committed to doing business the right way and upholding ethical practices across our family of companies. We partner with a third party to provide an anonymous hotline for those who wish to report conduct or fraud concerns while working with the company. If you have a concern to report, please contact Lighthouse Services at 844-420-0066 or www.lighthouse-services.com/taylorcorp.