

Supplier Code of Conduct

Van Ameyde Group

1-4-2024

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2. Introduction

2.1 Version management and implementation

Version	Date	Changes	Author
1.0	01-09-2022	Creation of document	Risk & Compliance
2.0	21-07-2023	Update	Risk & Compliance
3.0	22-03-2024	Update	Risk & Compliance

2.2 Policy Owner and contact information

The policy owner is the Director of Risk & Compliance.

It is the responsibility of all VA Group Companies' Managing Directors, Group Directors, and Statutory Directors to fully implement the requirements of this Group policy.

The policy owner is responsible for providing all additional communications and/or training/guidance as required to assist with the implementation process.

The contact information of the department Risk & Compliance is:

Van Ameyde International B.V.

Department Risk & Compliance

Einsteinlaan 20

2289 CC Rijswijk

Mailing address

P.O. Box 3038

2280 GA Rijswijk

Telephone: + 31 70 413 76 76

VA Group maintains a single point of contact for notification and coordination of incidents: Risk&Compliance@vanameyde.com.

2.3 Purpose

The Van Ameyde Group aims to secure optimal, cost efficient, high quality and user-friendly solutions in claim handling solutions. Our solutions shall always be in accordance with international agreements, laws and regulations and internal policies.

All procurement shall be in accordance with our core values and follow the demands and expectations with respect to the Van Ameyde Procurement guidelines. Van Ameyde shall not choose suppliers, products or services that are in violation of international agreements, national regulations, or internal policies.

Further, Van Ameyde shall contribute to a sustainable development by choosing suppliers or solutions who can document a CSR rating, or as a minimum, commit themselves to comply with the UN Global Compact 10 principles.

2.4 Code of Conduct

The standards of conduct shall govern the performance of employees in relation to the procurement of goods and/ dealings with suppliers for or on behalf of Van Ameyde Group.

2.5 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, which is to be determined by the appropriate HR or company leadership.

3. Supplier Code of conduct

3.1 Requirements and methods

All procurement shall be in accordance with Van Ameyde Group's Procurement Guidelines and support Van Ameyde Group's sustainability practices.

- Suppliers shall have policies for sustainability and corporate governance and be able to document these.
- For small suppliers with limited value, the supplier may sign the Van Ameyde Procurement Confirmation as an alternative. The value of such contract may not exceed €15.000 per year.
- Van Ameyde requires environmental responsibility from suppliers of goods and services that have an impact on the company's environmental footprint. Such as:
 - waste,
 - packaging,
 - energy,
 - emissions
 - transport.
- The suppliers shall be held accountable for environmental and corporate social responsibility.
- Subject to equal terms, suppliers that are certified or audited will have priority.
- Suppliers should be able to account for lifecycle cost and environmental impact of their products and services.

3.2 Supplier compliance and adherence

It is important for Van Ameyde to safeguard that all suppliers comply with the agreed criteria and deliver in accordance with Van Ameyde Group's core values. In case of severe non-compliance, Van Ameyde may terminate the cooperation and the vendor will not be utilized again before the supplier is compliant. The supplier is obligated to deliver any documentation Van Ameyde requests, for Van Ameyde to be able to determine whether the vendor is compliant with Van Ameyde Group's core values and the UN Global Compact 10 principles.

4. Related policies

- Code of Conduct
- Procurement guidelines
- Human Labour Rights Standard
- Sustainability Policy

5. Appendix: Supplier Code of Conduct confirmation

Certification

If you as a supplier to Van Ameyde has a CSR-rating or an environmental certificate, we request this to be shared with Van Ameyde. The documentation will be stored and may be used as documentation for sustainable procurement.

Adherence to UN Global Compact principles

Regardless of own certifications, Van Ameyde request all providers to confirm that their operation is not in conflict with the Global Compact 10 principles:

Chapter	Principles	Supplier comment
Human Rights	Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights	
	Principle 2: make sure that they are not complicit in human rights abuses	
Labour	Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining	
	Principle 4: the elimination of all forms of forced and compulsory labour	
	Principle 5: the effective abolition of child labour	
	Principle 6: the elimination of discrimination in respect of employment and occupation	
	Principle 7: Businesses should support a precautionary approach to environmental challenges	
Environment	Principle 8: undertake initiatives to promote greater environmental responsibility	
	Principle 9: encourage the development and diffusion of environmentally friendly technologies	
Anti-Corruption	Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery	

Supplier specific requirements

Supplier specific requirements