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Supplier Code of Conduct

Basware Corporation

(Updated in 2023)

Basware Supplier Code of Conduct

Introduction

Basware is the global leader in providing AP automation and e-invoicing solutions in the world of commerce.

This Supplier Code of Conduct is designed to establish a set of common principles for all Basware suppliers. Basware expects that all Basware suppliers and subcontractors follow the principles of this Supplier Code of Conduct in connection with their work for, or on behalf of, Basware.

The Supplier Code of Conduct provides information about the principles according to which Basware operates and expects its suppliers and subcontractors to operate.

The Supplier Code of Conduct is reviewed regularly to ensure that its contents conform to the ethical and regulatory standards that are applicable for Basware at any given time.

Basware Values

Basware's company culture is based on high business ethics and company values that guide our operations. Our values lie at the very heart of our culture wherever we work.

We Drive Customer Value

We care about delivering long-term value to our customers, partners, and fellow Baswareans. We always strive for agile and responsive way of working.

We Take Ownership

We are trusted, collaborative partners taking initiative and accountability. We act with integrity and aim for sustainability in everything we do.

We are Bold

We have the confidence to explore, challenge the status quo, and continuously improve. We are proud advocates of what we do. We value diversity of backgrounds and opinions as the foundation of innovation and growth.

Workplace Environment

Human Rights

Suppliers are expected to respect internationally recognized human rights, including those set out in the International Bill of Human Rights, the UN Guiding Principles on Business and Human Rights, and the



principles set out in the International Labour Organization's Declaration on Fundamental Principles and Rights at Work.

Suppliers must ensure that people are employed based on the principle of equal opportunity and without distinction to race, color, gender, religion, affiliation, or origin.

Suppliers shall not use workers under the age of 15 or under the local legal minimum age for work or mandatory schooling age, whichever is higher. No young worker shall do work that is mentally, physically, socially or morally dangerous or harmful or interferes with their schooling by depriving them of the opportunity to attend school. Suppliers shall under no circumstances use forced labor (including trafficked, indentured, or bonded labor) or contract with subcontractors or suppliers using child labor or forced labor. Mental and physical coercion, slavery and human trafficking are prohibited.

Basware's suppliers shall treat their employees with respect and dignity. Any discrimination based on partiality or prejudice is prohibited. This includes discrimination based on ethnicity, gender, sexual orientation, marital status, pregnancy, parental status, religion, etc. Threats of violence, corporal punishment, physical or verbal abuse, or other unlawful harassment are strictly prohibited.

Suppliers must pay workers at least the minimum compensation required by local law and provide all legally mandated benefits. In addition to payment for regular hours of work, workers must be paid for overtime. All work should be voluntary on the part of the employee.

Suppliers are expected to operate in consideration of the International Labour Organisation (ILO) standards regulating working, resting hours, maximum consecutive days of work and annual leave. Hours worked beyond the normal work week shall be voluntary and suppliers must provide a rest period of at least 24 consecutive hours in every seven day period to all their employees.

Suppliers are expected to respect the rights of workers to associate freely and communicate openly with management regarding working conditions without fear of harassment, intimidation, penalty, interference or reprisal. Suppliers are expected to recognize and respect any rights of workers to exercise lawful rights of free association, including joining or not joining any association of their choosing within the appropriate national legal framework.

Anti-Discrimination and Anti-Harassment

Suppliers shall treat their employees in a fair and equal manner. Suppliers shall not discriminate in the hiring, compensation, promotion, discipline, termination, or retirement of employees based on gender, gender identity, age, religion, marital status, sexual orientation, disability, social class, political opinion, or national or ethnic origin, or any other characteristic that does not relate to the individual's qualifications or the inherent requirements for the job.

Suppliers shall treat their employees with dignity and respect and shall ensure that no worker is subject to any physical, sexual, psychological or verbal harassment, abuse or other form of intimidation.

Health and Safety

Suppliers shall protect workers from over exposure to chemical, biological and physical hazards, physically demanding tasks in the workplace. Appropriate health and safety information, training and equipment shall be provided to the supplier's employees. Suppliers shall also have appropriate safety programs in place covering at least human safety, emergency preparedness and exposure to dangerous chemicals, biological substances, epidemics and pandemics.



Freedom of Association

In conformance with local laws in the countries where we have employees, we respect the right of all employees to freedom of association with others, including the right to bargain collectively and respect the right of employees to decide not to.

We value employees openly communicating ideas and concerns regarding their working conditions.

Business practices

Compliance with Laws and Regulations

Basware is committed to full compliance with all applicable laws, rules and regulations in all locations where Basware operates and expects the same from its suppliers. If applicable laws and regulations are more permissive than this Supplier Code of Conduct, Suppliers shall comply with this Supplier Code of Conduct. If applicable laws and regulations are more restrictive, Suppliers shall comply with the legal requirements.

The highest standards of integrity are to be expected from Basware's suppliers, including its sub-suppliers, and other entities acting on behalf of the supplier, in all business interactions. Any form of extortion, bribery or corruption, including improper offers of payments to or from employees or organizations, is prohibited. Suppliers shall establish and maintain policies and procedures designed to prevent bribery and corruption. Suppliers shall not provide Basware representatives with any gifts or hospitality in any situation in which it might influence, or appear to influence, a representative's decision in relation to the supplier. Suppliers shall implement protective measures and refrain from any activities which may be considered part of the money laundering process. Suppliers shall comply with all applicable laws and regulations regarding export control and export restrictions, as well as economic sanctions imposed by the EU, US, UK or UN.

Suppliers shall comply with all applicable laws and international treaties on intellectual property rights. Suppliers shall not infringe Basware's or any third party's intellectual property rights.

Suppliers will protect entrusted confidential and sensitive information with due care and ensure the cyber security of its operations by understanding risks and implementing sufficient controls. In addition, suppliers will protect the privacy of personal information of everyone with whom they do business.

Conflicts of Interest

Suppliers should avoid any interaction with Basware employees that may conflict, or appear to conflict, with that employee's duty to act in the best interests of Basware. Suppliers shall disclose to Basware all conflicts of interest or situations giving the appearance of a conflict of interest in its engagement with Basware.

Environmental Responsibility

Suppliers shall make all reasonable efforts to protect the environment, and to minimize any negative environmental impact of its activities. Suppliers shall comply with all applicable environmental laws and regulations, as well as any reasonable Basware requirements regarding the prohibition, restriction, labeling for recycling or disposal of specific substances.

Suppliers shall obtain, maintain, and comply with all environmental permits, licenses and registrations necessary for its operations. Suppliers shall monitor, control, minimize and appropriately treat emissions



and pollutants (to air, soil, and water) and other waste generated from its operations. Suppliers shall strive to continuously reduce the carbon footprint of its operations through actions such as improving energy efficiency, sourcing renewable energy, and eliminating, reducing, and recycling waste.

Suppliers shall have an appropriate, structured, and systematic approach to managing its environmental responsibilities that includes, if applicable, establishing a suitable environmental management system.

Raising concerns

Any violation of the principles defined in this Supplier Code of Conduct should be reported to Basware immediately. Report can be made to your Basware contact person.

The supplier or any of its employees may also report any violation or suspected violation of this Supplier Code of Conduct by using the online [whistleblowing channel](#). The identity of the person making the report will be confidential and known only to the people necessary to ensure that the case is handled properly. It is also possible to make the report anonymously.

