

TNO Supplier Code of Conduct

TNO, as a trusted, independent, and pioneering applied science and technology organisation, plays a multifaceted role. We innovate, investigate, and orchestrate, collaborating closely with governments, universities and the private sector. By building national and international consortia and ecosystems, we drive technological and methodological breakthroughs that help to realise a secure, sustainable, healthy, and digital society, and strengthen the earning power of the Dutch economy. Our economy needs to foster innovation and competitiveness, while embracing sustainability, including circular practices.

As a supplier you play a pivotal role in fulfilling our ambitions and therefore we expect you to adhere to the principles outlined in this document.

As a signatory to the United Nations Global Compact, TNO has committed itself to align its strategy and operations to the universal principles on human rights, labour, environment and anti-corruption. These form the basis of this Supplier Code of Conduct.

The TNO 'Supplier Code of Conduct' governs the obligations and relationship between TNO and the suppliers we work with. Those suppliers provide goods or services, such as manufacturers, distributors, sub-contractors, services providers and other vendors.

Our core values underpin our activities and support the delivery of a professional, high quality service to our clients whilst building the trust of our stakeholders. This commitment to our values extends to TNO's dealings with all of our suppliers to ensure that we are conducting our business in a responsible manner; a commitment we expect to be respected and supported by all our suppliers.

By having a Supplier Code of Conduct, we seek to strengthen the relationship with our suppliers, minimise business risks, and support our long term goals. In order to achieve this we require our suppliers to adhere to sound legal and ethical business practices.

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1. Compliance with laws and regulations

Suppliers shall comply with all laws and regulations applicable to their business, including local laws and regulations of all countries outside their home country in which operations are managed or services are provided.

1.1 Export control

Suppliers ensure that their business practices are in compliance with Export Control laws and regulations including the EU, US and any applicable national regulations, including compliance with Sanctions and Embargoes.

Suppliers shall provide truthful and accurate export control classification information and obtain export control licenses or otherwise authorisations when required and must communicate any declarations where necessary.

1.2 Intellectual property

Suppliers are expected to comply with all applicable laws regarding intellectual property rights.

1.3 Competition laws

Suppliers shall compete fairly within the framework of applicable competition laws, and shall abstain from unfair trade practices. Suppliers will obtain information about TNO's competitors, other suppliers or equivalents only in a legitimate manner and will only use this information for legitimate purposes in compliance with its contracts and applicable law. The supplier will only reveal to TNO any information about or from third parties if and to the extent supplier has a legal right to do so.

2. Human rights

Suppliers are expected to conduct their business and operations in a way that supports and respects human rights and to take adequate measures to make sure that they are not complicit in human rights abuses.

2.1 Discrimination

Suppliers are expected to promote a workplace free from discrimination based on race, colour, religion, gender, age, social, ethnic or national origin, disability, sexual orientation or preference, gender identity, marital status, citizenship status, political preference or any other personal characteristic.

3. Labour

Suppliers are expected to treat their employees and contractors with dignity and to promote fair employment practices.

Suppliers are expected to provide equal employment opportunities to employees and applicants for employment without discrimination and comply with all applicable non-discrimination laws and regulations.

3.1 Child labour

Suppliers must ensure that child labour is not used in the performance of work. In this regard organisations will adhere to the legal age for employment as defined by the International Labour Organisation (ILO).

3.2 Modern slavery

Suppliers must prevent involvement in all forms of modern slavery, including slavery, servitude, forced or compulsory labour and human trafficking.

Suppliers ensure that all work is voluntary on the part of the employee.

3.3 Freedom of association and collective bargaining

Suppliers are expected to respect the freedom of association and effectively recognise the right to collective bargaining.

3.4 Diversity and inclusion

Suppliers are expected to ensure an inclusive work environment where employees are treated with dignity, respect and fairness and in which all employees have the same opportunities regardless of race, colour, religion, gender, age, social, ethnic or national origin, disability, sexual orientation or preference, gender identity, marital status, citizenship status, political preference or any other personal characteristic.

3.5 Health and safety

Suppliers are required to ensure that their employees, contractors and their suppliers' employees and contractors work in a safe and healthy working environment and that the "safety first" principle is fulfilled and promoted at all levels within their organisations and that each of their employees do their utmost to ensure that safety is never compromised.

Suppliers are expected to also protect the health, safety and welfare of visitors and others who may be affected by their activities.

4. Environment

Suppliers are expected to conduct their business with respect to the environment and in accordance with applicable environmental legislation. Suppliers are required to actively manage environmental risks across their operations, products and supply chain.

4.1 CO² footprint

TNO strives to significantly reduce its CO² footprint and achieve CO²-neutral operations in 2040. In this light suppliers are expected to pursue an active climate policy in line with the Paris Agreement with a concrete date for achieving climate neutrality in their own operations and reports on progress.

4.2 Circularity (cradle-to-cradle)

Suppliers are expected to take circular economy principles into account in their operations and strategy.

5. Integrity and ethical business conduct

5.1 Anti-bribery and corruption

Suppliers shall conduct their business in compliance with all applicable anti-bribery and corruption laws and regulations, including those specifically applicable to the performance of their obligations and activities with regards to TNO.

Suppliers will not offer, request, accept or promise anything of value which could be construed as an unlawful practice or the appearance of such practice.

5.2 Conflict of interest

Suppliers are expected to avoid conflicts of interest or situations giving the appearance of a conflict of interest. In the event that an actual or potential conflict of interest arises between the interests of TNO and the supplier, including personal interests or those of family and close associates, the supplier will notify TNO immediately.

5.3 Information

Suppliers are expected to ensure proper handling and protection of confidential, sensitive and personal data and information.

Suppliers must report to TNO any suspected or actual data breach or security incident that concerns TNO information as soon as they become aware of this.

5.4 Taxes

Suppliers are expected to comply with applicable tax laws and regulations in the countries in which they operate and be open and transparent with the tax authorities.

6. Governance

6.1 Whistle-blower protection

Suppliers are expected to provide employees and third parties with access to adequate reporting channels to seek advice or raise legal or ethical concerns without fear of retaliation, including opportunities for anonymous reporting.

Suppliers are expected to take action to prevent, detect and correct retaliatory actions.

6.2 Consequences of not meeting expectations

Suppliers are required to inform TNO about non-compliance with regards to the expectations in this Code. In the event that the expectations of this Code are not met, and no adequate corrective action is taken, the business relationship may be reviewed and continuation of the relationship may be reconsidered.

Supplier commitment

The Supplier agrees that it shall comply with the principles set out in this code in all existing and future relationships with TNO.

The Supplier agrees to encourage these principles actively in its supply chain.

The Supplier agrees that these principles are considered minimum standards and do not supersede any provisions made in our agreements if these agreements set higher standards.