

SUPPLIER CODE OF CONDUCT



Our Commitment

“Corporate Social Responsibility is a cornerstone of our business, and as an organization we have a commitment to creating, and producing memorable events and projects in the most ethical, safe, and environmentally and socially responsible way.” – Roger Tondeur, President of MCI

In 2007, we became the first agency in the meetings and events industry to become a signatory of the United Nations Global Compact. Since then, our sustainability policies, strategy and activities have been developed in line with the ten universal principles of the UN Global Compact. From an initial focus on greening our operations and giving back to the community, we are now leaders in our industry and trusted advisors to our clients, supporting them to develop sustainability initiatives that engage their stakeholders and foster collaboration to create solutions to some of the world’s most serious sustainability challenges.

Our Expectations

Our suppliers are key partners in our sustainability programme. This Supplier Code of Conduct (SCC) sets our minimum expectations for working with or on behalf of our company or our clients. MCI shall apply this code of conduct as one of the criteria used in the selection of business partners and suppliers.

1. Management System

Suppliers shall have management systems and processes in place that ensures compliance with the Code.

2. Communication

Suppliers are responsible for ensuring that all of their employees and any subcontracted party performing work for MCI are informed and agree to comply with this Code.

3. Legal Requirements

MCI requires our partners and suppliers, as well as their sub-contractors, to comply with national and other applicable laws of the country of manufacture of products including those laws relating to labour, worker health and safety, and the environment.

4. Ethical Requirements

MCI expects Suppliers to demonstrate high ethical standards and to avoid activities that suggest even the appearance of impropriety. Suppliers shall not bribe any public official or private person and shall not accept any bribes. No intermediaries, such as agents, advisers, distributors or any other business partners, shall be used to commit acts of bribery. Suppliers shall comply with applicable laws and regulations and industry standards related to anti-corruption.

Suppliers are not allowed to make facilitation payments on behalf of MCI, irrespective of whether or not local law permits them.

The giving or receiving of gifts, hospitality and entertainment to MCI employees is permitted providing that it complies with certain rules:

- Gifts, hospitality, and entertainment are never offered or provided with the intent of causing the recipient to do something favoring the supplier and/or MCI or to refrain from doing something disadvantaging the supplier and/or MCI

- The timing of the gift must not be coincidental with an important business decision involving the two parties (i.e. At the time of negotiating the new preferred supplier agreement)

- The gift or hospitality (e.g. tickets to concerts, free weekends in a hotel) must not be so frequent (more than twice a year) that it could be perceived as influencing decision making
- Gifts in the form of cash are not allowed

Providing that the above conditions are satisfied then MCI employees may receive a gift or hospitality from either a client or supplier if it has a value of less than CHF150. Above this value, the MCI staff member must obtain Management approval, and the gift, hospitality or entertainment may be returned

Invitations from our partners and suppliers to attend Fam (familiarization) trips are not considered as hospitality if they are connected to a legitimate business purpose such as a site inspection, learning about a destination or venue, or to participate in an educational programme. Upgrades to travel and accommodation when traveling on business purposes are not considered gifts

5. Child and Forced Labour

Suppliers and their sub-contractors are committed to uphold the human rights of workers. They may not use any child, forced or illegal labour to manufacture products or to provide services. MCI relies on suppliers and their sub-contractors to be able to show that they purchase no products, or support in any way, business that harms children or benefits from child, forced or illegal labour. MCI defines a child as any person less than 15 years of age (or according to the applicable local law).

6. Disciplinary Practices

MCI suppliers and their sub-contractors will treat workers with respect and dignity and ensure workers are not subjected to any form of physical, sexual, psychological or verbal harassment, corporate punishment or abuse.

7. Wages and Benefits

Suppliers should compensate workers in a timely manner at pay rates that comply with

applicable wage laws. Deductions from wages as a disciplinary measure is not permitted.

8. Discrimination

MCI suppliers and their sub-contractors will consider employees for positions on the basis of their qualifications and abilities. MCI will not work with suppliers who discriminate on the basis of race, gender, political or religious beliefs, social, ethnic or national origin, marital status, age sexual orientation, or disability.

9. Health and Safety

MCI suppliers and their sub-contractors will provide their workers with safe and healthy work environments in compliance with country and local health and safety laws and regulations. Suppliers must take adequate steps to prevent accidents or injuries to health arising out of, associated with, or occurring in the course of work.

10. Community Engagement

Suppliers should understand the impacts which its business has on its local community and should strive to have a positive impact on its community. Suppliers are encouraged to make charitable donations and investments within its social community including provisions for employee volunteering activities.

11. Environmental Commitment

Environmental responsibility is an integral part

- Eliminating all Styrofoam (polystyrene #6 plastic) products from the food/beverage functions or outlets (if relevant)
- Implementing a waste management plan and providing sufficient resources, training and tools to allow staff and/or MCI to recycle all waste
- Rethinking product and service design to reduce use of non-sustainable materials and switch to more innovative and sustainable materials
- Reducing energy usage and promoting the use of renewable energy

12. Certification

MCI seeks to work with business partners who have published commitments and performance to environmental and social responsibility. We encourage all suppliers to seek industry specific third party certification as a way to express their commitment. MCI has a clear preference for the following certification schemes and frameworks: GRI, Green Globe, Greenkey, Swan, ISO, APEX/ASTM and LEED. Other certifications will be considered, though additional performance measures may be requested as evidence of an engaged commitment to sustainability.

13. Intellectual Property, Confidentiality, and Data Privacy

Suppliers are required to abide by applicable data privacy laws and regulations.

consistent with MCI's authority for such use. Suppliers' use of such data is restricted to MCI business-related purposes or as otherwise set forth in any applicable agreement(s) between MCI and such Suppliers.

Suppliers must adhere to the intellectual property ownership rights of MCI and others, including without limitation copyrights, patents, trademarks, licenses, and trade secrets.

Suppliers are prohibited from using any MCI or third party patented technology, copyrighted materials, or other intellectual property or confidential information without written permission. Suppliers are further prohibited from transferring, publishing, disclosing, or using MCI's confidential information other than as necessary in the ordinary course of business or as authorized by MCI.

Suppliers shall maintain all standards of fair business, advertising and competition using appropriate means to safeguard customer information at all times.

14. Compliance and Auditing

Suppliers shall audit their compliance with this Code and customer contractual requirements related to social and environmental responsibility. MCI may also audit its Suppliers for compliance to the Code. Suppliers shall cooperate timely and fully with any such reasonable compliance audit including without limitation, providing documents related to MCI

the end of the event. This may include but is not limited to energy and water usage, waste production and recycling, and information about sustainable products and materials used. Suppliers shall have a corrective and preventative action process in place to address non-compliances to the Code.

15. Non-Compliance and Whistleblowing

Suppliers shall inform their MCI contact person if any situation develops that causes the Supplier or its Representatives to act in violation of this Code. MCI has a variety of resources available and experience working together with its' partners to resolve non-compliance issues.

If such reporting is not appropriate, reports of concern also may be raised through MCI's EthicsLine: ethics@mci-group.com. All conversations will be treated confidentially.

16. More information

You can read more about MCI's sustainability strategy and progress on the www.mcisustainability.com. For more information on MCI's Sustainability Policies and Performance, please consult <http://mcisustainability.com/our-approach/supply-chain-management/>.

of MCI's business strategy. We require a strong environmental commitment and aggressive efforts to protect and restore the natural environment. All partners should have an environmental strategy and plan that includes

- Eliminating toxic and hazardous substances from products and operations

Suppliers should not disclose information regarding business activities, structure, financial situation and performance, relating to MCI, to any other party.

Suppliers are required to protect and responsibly use the intellectual assets and confidential information of MCI and our clients,

business and making their Representatives available for interviews by MCI and/or MCI's representatives.

If required for an event the supplier agrees to measure sustainability performance, completing the MCI sustainability checklists and providing performance data no later than 30 days after

This Supplier Code of Conduct was updated and approved by the CEO and Executive Committee in March 2015.