



# MCI Supplier Code of Conduct

As signatories of the UN Global Compact, MCI Group is committed to promoting sustainable practices in the meetings industry. This Supplier Code of Conduct (SCC) sets our minimum expectations for the purchases our suppliers make 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 and strongly encourage that suppliers and their subcontractors/suppliers follow and support this code.

## 1. 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.

## 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. Ethical Requirements

MCI expects suppliers to demonstrate high ethical standards and to avoid activities that suggest even the appearance of impropriety. Suppliers shall comply with applicable laws and regulations and industry standards related to anti-corruption.

- MCI does not tolerate bribery or corruption in any transactions, as such that may compromise the principles of fair competition or constitute an attempt to obtain or retain business or influence the course of business decision-making processes.
- We prohibit acceptance of payments, gifts in kind, expenses or advantages such that may influence the course of business decisions and we do not accept gifts in the form of cash.
- MCI requires compliance with this code of conduct as well as with our code of business ethics.
- Suppliers are also encouraged to use our Anti-Corruption Guidelines.

## 4. Child and Forced Labour

MCI is committed to the promotion of human rights. MCI suppliers and their sub-contractors 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).

## 5. 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, verbal harassment or abuse.

## 6. Wages and Benefits

MCI suppliers and their sub-contractors will recognise that wages are essential to meeting employees' basic needs and will make every effort to ensure that workers receive wages that meet basic needs by local standards.

## 7. 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.

## 8. 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.
- Take adequate steps to prevent accidents or injuries to health arising out of, associated with, or occurring in the course of work.
- Disclose material characteristics and health and safety information regarding the products that they supply to MCI in compliance with the relevant standards, regulations or generally accepted industry guidelines.

### **9. Environmental Commitment**

We encourage and expect a strong environmental commitment and aggressive efforts to protect and restore the natural environment. We will favour partners who:

- Have a management system demonstrating environmental commitment; and improvement
- Eliminate toxic and hazardous substances from products and operations
- Increase efficiency and thereby minimize pollution and waste
- Reduce use of natural resources including raw materials, energy and water
- Promote the use of renewable energy through support of innovation and integration in operations

### **10. Sustainable Product Development**

MCI encourages its suppliers to take into account environmental and social considerations into their processes, technologies, products and packaging in order to optimise the environmental performance of their products and maximise opportunities for positive social impact. We ask of our suppliers to be informed of our sustainability policy.

### **11. Reporting and 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, Swan, ISO and LEED. Other certifications will be considered, though additional performance measures may be requested as evidence of an engaged commitment to Corporate Social Responsibility.

### **12. Intellectual Property, Confidentiality, and Data Privacy**

- Suppliers that process personal data must sign MCI's data protection contractual clauses.
- 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, 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.

### **13. Non-compliance**

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 noncompliance issues.

We reserve the right to terminate business relationships with any supplier in case of violation or non-compliance with this Code of Conduct or whose sub-contractors violate it.

#### 14. Complementary Documents

Our suppliers are expected to be informed of the following documents and comply with them whenever applicable:

- [MCI Sustainability Policy](#)
- [MCI Code of Business Ethics](#)
- MCI Anti-Corruption Guidelines.

I assert that \_\_\_\_\_(company) supports these initiatives in act and spirit

Name (senior manager) \_\_\_\_\_

Position \_\_\_\_\_

For more information on MCIs Sustainability Policies and Performance please consult <http://mcisustainability.com/>