



# Vendor Code of Conduct

## Introduction

Corporate integrity, responsible product sourcing, and the safety and wellbeing of workers across the supply chain are of paramount importance to Univest Financial Corporation and its subsidiaries (collectively, “Univest”). These principles apply to all aspects of Univest’s business, and encompass all vendors, suppliers and service providers that provide products or services to Univest (each a “Vendor” and collectively “Vendors”).

These principles are reflected in this Code of Conduct (“Code of Conduct”), which establishes the minimum standards that are expected to be met by any Vendor, regarding:

- Vendor’s treatment of workers;
- workplace safety;
- the impact of Vendor’s activities on the environment; and
- Vendor’s ethical business practices.



## Applicability

This Code of Conduct applies to all Vendors. Vendor is expected to comply with the standards set out in this Code of Conduct (“Standards”) throughout its operations and supply chain.

## Slavery and Human Trafficking

All labor must be voluntary. Vendor shall not support or engage in slavery or human trafficking in any part of its supply chain.

Without limiting Vendor’s obligations hereunder, Vendor shall not, and shall ensure that its partners do not, support or engage in, or require any:

- compelled, involuntary, or forced labor;
- labor to be performed by children;
- bonded labor;
- indentured labor; or
- prison labor.

## Compliance and Documentation

Vendor shall:

- Implement and maintain a reliable system to verify the eligibility of all workers, including:
  - age eligibility; and
  - legal status of foreign workers.
- Implement and maintain a reliable recordkeeping system regarding the eligibility of all workers.

## Identification Papers

Without limiting Vendor’s obligations hereunder, Vendor shall not require any worker to surrender control over original:

- Identification papers or documents giving a foreign worker the right to work in the country;



- identification papers or documents, such as a passport, giving a foreign worker the right to enter or leave the country; or
- documents, such as a birth certificate, evidencing the worker's age.

## **Freedom of Movement**

Without limiting Vendor's obligations hereunder, Vendor shall ensure that workers have the right to freedom of movement without:

- delay or hindrance; or
- the threat or imposition of any discipline, penalty, retaliation, or fine or other monetary obligation.

Worker freedom of movement rights include each worker's right to leave Vendor's facilities without retaliation:

- at the end of each workday;
- based on reasonable health and safety-related justifications; and
- based on any reasonable circumstances, such as personal or family emergencies.

## **Compensation and Benefits**

Vendor must compensate all workers with wages, including overtime premiums, and benefits that at a minimum meet the higher of:

- the minimum wage and benefits established by applicable law; and
- applicable collective agreements.

Vendor shall make wage payments and provide benefits on a timely basis.

Vendor's obligation to compensate and provide benefits applies to all workers at all times, including during periods of training, apprenticeship, and probation.

## **Deductions**

Vendor shall not make any deductions from wages, except income tax withholding and those that are legally allowed.

## **Work Hours**

### **Regular Work Hours**

Vendor shall not require or allow workers to work more than the maximum legally permitted number of regularly paid hours worked per week.

### **Overtime Work Hours**

Additional overtime hours are voluntary, and must not exceed the maximum legally permitted number of overtime hours worked per week.

## Rest and Lunch Breaks

Vendor shall allow workers to take:

- reasonable rest breaks, including bathroom breaks; and
- reasonable lunch breaks.

## No Discrimination, Abuse, or Harassment

Vendor shall not discriminate in hiring, compensation, training, advancement or promotion, termination, retirement, or any other employment practice based on race, color, national origin, gender, gender identity, sexual orientation, military status, religion, age, marital or pregnancy status, disability, or any other characteristic other than the worker's ability to perform the job.

Vendor shall treat workers with respect and dignity.

Vendor shall not subject workers to corporal punishment, or physical, verbal, sexual, or psychological abuse or harassment. Vendor must not condone or tolerate such behavior by its suppliers.



## Health and Safety

Vendor shall provide a safe, healthy, and sanitary working environment. Vendor shall implement procedures and safeguards to prevent workplace hazards, and work-related accidents and injuries.

Vendor shall provide workers adequate and appropriate personal protective equipment to protect workers against hazards typically encountered in the scope of work.

## Facilities

Vendor shall:

- ensure that its facilities meet all applicable building codes and industry design and construction standards;
- obtain and maintain all construction approvals required by law;
- obtain and maintain all zoning and use permits required by law;
- without limiting Vendor's obligations hereunder, ensure that all facilities have:
  - an adequate evacuation plan;
  - adequate, well-lit (including emergency lighting), clearly marked, and unobstructed emergency exit routes, including exits doors, aisles, and stairwells;
  - a sufficient number of emergency exit doors, which are located on all sides of each building, are unlocked (from the inside), and are readily opened from the occupied side and swing in the direction of emergency travel;
  - visible and accurate evacuation maps posted in the local language, and including a "you are here" mark;





- adequate ventilation and air circulation;
  - adequate lighting;
  - adequate first aid kits and stations;
  - adequate fire safety, prevention, alarm, and suppression systems;
  - adequate access to potable water; and
  - adequate access to private toilet facilities.
- post safety rules, inspection results, incident reports, and permits, in each case, as required by law.

If Vendor provides dining facilities for its workers, it shall provide safe, healthy, and sanitary facilities (including food preparation and storage areas) that comply with all the Standards set out in the Health and Safety section of this Code of Conduct. Without limiting Vendor's obligations hereunder, Vendor shall obtain and maintain all food preparation permits and health certificates required by law.

## **Freedom of Association**

Vendor shall respect, and shall not interfere with, the right of workers to decide whether to lawfully associate with groups of their choice.

## **Environmental Protection**

### **Operation of Vendor's Facilities**

Vendor shall operate its facilities in compliance with all applicable environmental laws relating to:

- waste disposal;
- emissions;
- discharges; and
- hazardous and toxic material handling.

### **Inputs and Components**

Vendor must ensure that the goods that it manufactures (including the inputs and components that it incorporates into its goods) comply with all environmental laws and treaties. Vendor must ensure that it will only use packaging materials that comply with all environmental laws and treaties.

### **Compliance with Laws**

Vendor shall comply with all applicable national and local laws and regulations, including laws and regulations relating to the Standards. Where this Code of Conduct requires Vendor to meet a higher standard than set out by law or regulation, Vendor shall meet such higher standards.

## **Data Security, Confidentiality & Accuracy**

Vendors will handle and process data only for the purposes for which it was collected or otherwise made available. Vendors shall demonstrate appropriate industry standard and best practices data security controls to ensure that all information is protected and secure from damage and unauthorized use. In addition to the above minimum requirements, Vendors shall also follow any data security policies and requirements specified in contractual agreements with Uninvest. Vendors must respect and maintain the confidentiality of all non-public information about Uninvest or its activities and all non-public information obtained in the performance of the Vendor's duties about Uninvest's customers, clients or applicable third parties. Subject to any contractual requirements, Vendors will notify Uninvest without undue delay of any known or suspected data security breaches and will work with Uninvest and, if applicable, law enforcement, to contain the breach and determine a root cause.