



Code of Conduct

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Purpose

At HMS, we are committed to complying with all applicable laws and regulations.

This Code of Conduct is developed to protect human rights, and to promote fair employment conditions, safe working conditions, responsible management of environmental issues, and high ethical standards. We expect our suppliers to share this commitment.

This Code of Conduct defines the basic requirements our suppliers must fulfil to meet our business standards.

1 Legal Compliance & Integrity

The Supplier shall comply with all applicable laws and regulations of the countries in which the goods and services are provided.

HMS expects the supplier to comply with all applicable laws and regulations inhibiting bribery, corruption, fraud, money laundering, tax evasion, export controls, foreign trade controls and any other prohibited business practices. It is under no circumstances whatsoever permitted to solicit, receive, accept, agree to receive or accept, offer, give or agree to offer or give, directly or indirectly, bribes (i.e. kickbacks, side payments, or profit sharing).

The supplier shall always conduct its business in compliance with applicable competition, antitrust, and data privacy laws and regulations. The supplier must observe all data privacy laws and regulations and ensure that the personal data is only collected, used and processed to the extent that this is absolutely necessary and done in accordance with such laws and regulations that apply to the personal data.

All conflicts of interest or situations leading to a potential or actual conflict of interest in business dealings with HMS or third parties must be avoided and reported to HMS.

All HMS business data as well as business correspondence is strictly confidential. Do not misappropriate tangible or intellectual property belonging to HMS or any third party company.

2 Human Rights & Labour Standards

All suppliers shall comply with the applicable labour laws and regulations concerning working time, including overtime laws.

Suppliers shall provide wages respecting national laws, including minimum wage legislation, and in keeping with existing practices in the industry and local labour markets.



No person shall be subject to any form of discrimination with regard to employment including: hiring, compensation, discipline, termination or retirement, based on gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group, ethnic origin or all other attributes that are protected by laws or regulations.

Every employee should be treated with respect and dignity. No employee should be subject to physical, sexual, psychological or verbal harassment or abuse or be threatened of such treatment.

There shall be no use of forced labour, including prison labour, indentured labour, bonded labour or other forms of forced labour.

Suppliers shall comply with minimum working age requirements as per national laws and international agreements.

Suppliers shall provide annual leave, sick leave, parental and maternity leave respecting national laws and in keeping with existing practices in the industry and local labour markets.

Employers shall recognize and respect the right of employees to freedom of association and collective bargaining, if applicable.

3 Health & Safety

The supplier is committed to the safety and health of its employees. The supplier has a commitment to strive towards zero injuries in the workplace and needs to provide a safe working environment for their employees in compliance with all regulations and applicable laws. Appropriate communication and training on hazards, procedures and use of proper protective equipment is essential for the health and safety of all supplier employees.

The supplier shall provide for their employees any work injury compensation insurance or other insurance as required by law, regulation or industry practice, if applicable.

We expect suppliers' employees not to be under the influence of drugs or alcohol. All vehicles and mobile plants used in operations have to meet the local safety requirements to protect the health and safety of the employee.

The presence of any detectable amount of prohibited substances in the suppliers' employee's system while at work, while on the premises of HMS or its customers, or while on HMS business is strictly forbidden.

"Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.



4 Maintain Accurate Records

Suppliers are expected to create accurate records, not alter any record to conceal or misrepresent the underlying transaction represented by it and maintain the records in accordance with the applicable laws, regulations, and external standards as required. All records, regardless of format, made or received, as evidence of a business transaction, must fully and accurately represent the transaction or event being documented. Records should be retained based on the applicable retention requirements.

5 Environment

The supplier shall act in accordance with relevant local and internationally recognized environmental standards and strive to minimize pollution.

Suppliers are expected to commit to continuous improvements of environmental protection and use or set up a reasonable environmental management system.

6 Supply Chain

The supplier shall undertake reasonable efforts to encourage their suppliers and sub-contractors to comply with the principles of this Code of Conduct.

7 Reputation Damage

Non-compliance with this Code of Conduct could seriously damage HMS' reputation.

Therefore, HMS' suppliers, suppliers' employees and business partners must be acquainted with this Code of Conduct and abide by it.

Non-compliance must be reported to HMS.

If there are any questions on the Code of Conduct, please feel free to contact HMS.