

## CODE OF CONDUCT

At Office Inspirations, we believe acting ethically and responsibly is not only the right thing to do, but also the right thing to do for our business. This code of conduct is developed to clarify our expectations in the areas of business integrity, labor practices, associate health and safety, and environmental management.

Suppliers, contractors, consultants, other providers of goods and services who do business with our company are expected to follow this code.

Office Inspirations expects its suppliers to conduct business responsibly, with integrity, honesty, and transparency, and to adhere to the following principles:

### **1. Compliance with Laws:**

Suppliers, contractors, consultants and other providers must comply with all applicable governmental laws, rules and regulations. This includes, but is not limited to, applicable laws, rules and regulations relating to environmental protection, anti-corruption, antitrust, fair competition, fair trade practices, employment and labor practices, and occupational health and safety.

### **2. Environmental Practices:**

Office Inspirations is a company who is representing the companies who are committed to the goal of sustainability and eliminating its negative impact on the environment. To that end, Office Inspirations seeks relationships with Suppliers that have a formal environmental management policy and are committed to continuous improvement of environmental performance. The potential environmental impacts of daily business processes should be considered along with opportunities for conservation of natural resources, recycling, source reduction and pollution control to ensure cleaner air and water and to reduce landfill wastes.

Suppliers are expected to:

- Comply with all environmental laws, rules and regulations applicable to their operations;
- Ensure the safe handling and disposal of hazardous and toxic substances;
- Properly manage all waste (including, but not limited to, solid waste, liquid waste, wastewater and hazardous waste) in accordance with applicable laws, rules and regulations;
- Properly manage airborne emissions as required by applicable laws, rules and regulations;
- Conduct their operations in ways that reduce or minimize the impact on the environment

### **3. Environmental Practices:**

Suppliers must provide their employees with a safe and healthy working environment. Suppliers are expected to provide appropriate occupational health and safety training for employees, and maintain appropriate health and safety measures that are designed to prevent work-related employee injury or illness. Suppliers shall identify, assess and minimize the impact of emergency situations by implementing emergency plans and response procedures.

These plans and procedures include the following:

Emergency exits are accessible and fully functional at all times, fire extinguishers must be visible, accessible, present and charged, evacuation plans must be posted and drills must be conducted annually. Supplier shall identify, evaluate and control exposure to hazards and ensure the use of any applicable personal protective equipment. Also, suppliers shall provide potable drinking water and adequate restrooms; fire exits and essential fire safety equipment; emergency aid kits and access to emergency response including environmental, fire and medical.

### **4. Employment and Labor Standards:**

- **Forced Labor:** We do not use forced labor, whether in the form of prison labor, indentured labor, bonded labor, or otherwise. Suppliers must allow employees to keep their own identification documents and to resign from their positions at any time.
- **Child Labor:** We do not employ people younger than 15, or the minimum age for the completion of compulsory education, or the minimum age of employment required by law in the country of manufacture, whichever is highest.
- **Harassment and Abuse:** We treat every employee with respect and dignity, and shall not subject any employee to physical, sexual, psychological, or verbal harassment or abuse.
- **Nondiscrimination:** We do not subject any person to discrimination in employment (including hiring, salary, benefits, advancement, discipline, termination, or retirement) on the basis of gender, marital status, race, religion, age, disability, sexual orientation, nationality, political opinion, social or ethnic origin or any other condition that could give rise to discrimination.

### **5. Wages and Benefits:**

Suppliers shall comply with all applicable legal and regulatory requirements and will generally apply sound employee relations practices. Working hours, wages, benefits will be consistent with laws and industry standards, including those pertaining to minimum wages, overtime, other elements of compensation, and legally mandated benefits.

## 6. Hours of Work/Compensation:

Hours of Work/Compensation: Employees should not be required to work more than 60 hours a week, or the maximum number of work hours per week permitted in the applicable country of manufacture, whichever is less, except in extraordinary business circumstances. Employees should be granted at least one day off in every seven-day period. In addition to their compensation for regular hours of work, suppliers shall compensate employees for overtime hours at the applicable premium rate in their country. In countries that have not established premium overtime rates, suppliers shall not pay employees less than their regular hourly rate for overtime hours.

## 7. Monitoring and Compliance:

To ensure compliance with our Code we monitor and review our code compliance and environmental goals regularly and record it in our business plan. Our code and commitments are posted in a place visible to employees. This code of conduct could be shared with our suppliers any time upon request.

Last Review: 19 November 2019

Signed by: Sinan Hanash, Office Inspirations, General Manager

