



POLICY STATEMENT

A2C Services and Group Companies are committed to sourcing, engaging and partnering suppliers of information technology who share in its' code of conduct, whereby it looks past traditional performance drivers, and towards a standard that further enhances ethical, environmental, and social values in the production, remanufacture, operation and use of IT in the work place.

To achieve this, it is important to A2C to ensure that its' suppliers adopt best practices in their current supply chain, and commit to adapting to new processes as and when they present themselves.

A2C have aligned itself to the United Nation and its' Global Goals for Sustainable Development (SDG's) in seeking global alignment and leadership thinking in this regard.

Within its' own working environment, A2C will use the Electronic Industry Citizenship Coalition (EICC) Code of Conduct as both guidelines and a foundation, under which it will expect its' own suppliers to adopt the same, similar or better.

The EICC Code establishes standards to ensure that working conditions in the electronics supply chain are safe, that workers are treated with respect and dignity, and that business operations are environmentally responsible and conducted ethically.

However, we recognise there are alternate standards, and are open to the promotion of these in achieving our goals.

For full details of the EICC Code: <http://eiccoalition.org/standards/code-of-conduct/>



(A2C's focus towards the UN SDG's)



A2C Supplier Code of Conduct

INTRODUCTION

At A2C, we recognise the cultural and political environments to our partners and vendors throughout the world, and the challenges contained from a legal framework.

Compliance with Laws and International Standards Compliance with all Laws and Regulations: -

Critical to ensuring a socially and environmentally responsible supply chain is our insistence that all persons, including Suppliers, Supplier employees and Supplier contractors, behave in a legal and ethical manner. A2C and A2C's Suppliers shall comply with all applicable laws and regulations where business is conducted.

1. SUPPLIERS SHALL BE GUIDED BY THE FOLLOWING LABOUR STANDARDS

Freely Chosen Employment

Forced, bonded, or indentured labour shall not be used. All work must be voluntary and workers shall be free to terminate their employment.

Child Labour Avoidance

Child labour is not to be used. The term "child" refers to any person under the age for completing compulsory education, or under the minimum age for employment in the country.

Working Hours

Continuous overtime can cause worker strain that may lead to reduced productivity, increased staff turnover and increased chance of injury and illness. The supplier will monitor overtime and rest day utilization, and take appropriate action to address instances deemed excessive.

Wages and Benefits

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates. Deductions from wages as a disciplinary measure shall not be permitted. The basis on which workers are being paid is to be provided upon request.

Humane Treatment

There is to be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers. Disciplinary policies and procedures in support of these requirements will be clearly defined and communicated to workers.

Non-Discrimination

The supplier will be committed to a workforce free of harassment and unlawful discrimination, and shall not engage in discrimination based on race, colour, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status in hiring and in employment practices such as promotions, rewards, and access to training. In addition, workers or potential workers should not be subjected to medical tests that could be used in a discriminatory way.

Freedom of Association

Open communication and direct engagement between workers and management are the most effective ways to resolve workplace and compensation issues. The rights of workers to associate freely, join or not join labour unions, seek representation, and join workers' councils in accordance with local laws shall be respected. Workers shall be able to openly communicate and share grievances with management regarding working conditions and management practices without fear of reprisal, intimidation or harassment.



2. SUPPLIERS SHALL BE GUIDED BY THE FOLLOWING ETHICAL STANDARDS

Business Integrity

All forms of bribery, corruption, extortion and embezzlement are prohibited. All business dealings should be transparently performed and accurately reflected on the supplier's business books and records. Monitoring and enforcement procedures should be implemented to ensure compliance with anti-corruption laws.

No Improper Advantage

Bribes, or other means of obtaining undue or improper advantage, are not to be offered or Disclosure of Information. Information regarding business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentations of conditions or practices are unacceptable.

Intellectual Property

Intellectual property rights are to be respected. The transfer of technology and know-how is to be done in a manner that protects intellectual property rights.

Fair Business, Advertising and Competition

Standards of fair business, advertising and competition are to be upheld. Appropriate means to safeguard customer information must be available.

Protection of Identity

Programs that ensure the confidentiality and protection of customer, supplier and employee whistleblowers are to be maintained. The supplier should be committed to protecting the reasonable privacy expectations of personal information of everyone it does business with, including suppliers, customers, consumers and employees. The supplier should comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

Non Retaliation

The supplier should have communicated a process for employees to raise any concerns without fear of retaliation.

Responsible Sourcing of Minerals

A2C is focused on multi-industry processes that help ensure that the minerals used in the production of our products are obtained from responsible global sources. The Democratic Republic of Congo (as an example) has been a global mineral provider for years, but human rights violations have been reported in its mining industry simultaneously.

It is A2C's policy to refrain from purchasing minerals from the Suppliers that support these violations, and we advocate that our Suppliers adhere to the same standards



3. SUPPLIERS SHALL BE GUIDED BY THE FOLLOWING ENVIRONMENTAL STANDARDS

A2C is committed to protecting the environment, and environmental responsibility is at the core of how we operate. The supplier shall develop, implement, and maintain environmentally responsible business practices.

Hazardous Substance Management and Restriction

The supplier shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle hazardous substances.

Non-Hazardous Waste Management

The supplier shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle non-hazardous waste.

Wastewater Management

The supplier shall implement a systematic approach to identify, control, and reduce wastewater produced by its operations. The supplier shall conduct routine monitoring of the performance of its wastewater treatment systems.

Storm water Management

The supplier shall implement a systematic approach to prevent contamination of storm water runoff. The supplier shall prevent illegal discharges and spills from entering storm drains.

Air Emissions Management

The supplier shall identify, manage, reduce, and responsibly control air emissions emanating from its operations that pose a hazard to the environment. The supplier shall conduct routine monitoring of the performance of its air emission control systems.

Boundary Noise

The supplier shall identify, control, monitor, and reduce noise generated by the facility that affects boundary noise levels.

Environmental Permits and Reporting

The supplier shall obtain, keep current, and comply with all required environmental permits. The supplier shall comply with the reporting requirements of applicable permits and regulations.

Pollution Prevention and Resource Reduction

The supplier shall reduce energy, water, and natural resource consumption by implementing conservation and substitution measures. Supplier shall minimize hazardous substances consumption by implementing reduction and substitution measures.

Note

This Code references internationally accepted industry principles such as the Electronic Industry Code of Conduct, Ethical Trading Initiative, International Labour Organization's (ILO) International Labour Standards, Social Accountability International, SA 8000, EICC, ILO Code of Practice in Safety and Health, OECD Guidelines for Multinational Enterprises, and OHSAS 18001.



VENDOR/SUPPLIER APPLICATION FORM

CORPORATE INFORMATION

COMPANY NAME	
Head Office Address	
Country	
Post Code/Zip Code	
Date Established	
Main Tel No	
Website	
Main Contact with A2C	
Mobile Number	
Email Address	
TYPE OF BUSINESS (OEM/DISTRIBUTOR)	
PARENT COMPANY (ULTIMATE OWNER)	
Legal Entity (PLC; Private)	
Number of Employees	
Number of Subcontractors (workers)	
Number of Locations	
Distribution Centre (If different to Head Office)	



PRODUCT INFORMATION

PRODUCT SUPPLY	Rechargeable Laptop BATTERIES
REQUIREMENT	NEW
Original Spec of OEM	
Do you exceed these? Please explain if yes/no	
Price and Order Quantities (minimum)	
Cell Manufacturer (Who?)	
Are these OEM's well known?	
Do your batteries use any recycled sub components? If so, please provide detail? Who is the supplier of the recycled part?	
Are verifiable trade/customer references available?	
What warranty do you offer and for how long?	
Do you have an RMA process? (Provide details)	
How do you ship your goods?	
Do you need a transit license to transport the batteries? Please provide certificate.	
Can you provide a copy of documentation we receive as part of your product shipment e.g. EC Declaration of Conformity (DoC) and technical documentation.	



COMPLIANCE AND SUPPLY CHAIN GOVERNANCE

<p>Do you offer product liability insurance? Please provide details & certificate (in English)</p>	
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**Certification Checklist
FACILITY/FACTORY**

Please provide certificate in English

Tick	Standard	Certificate Number	Last Date Audited
<input type="checkbox"/>	ISO 9001 (Quality Management)		
<input type="checkbox"/>	ISO 14001 (Environmental Management)		
<input type="checkbox"/>	ISO (OHSAS) 18001 (Occupational Health & Safety)		
<input type="checkbox"/>	EICC AUDIT (Electronic Industry Citizenship Coalition)		
<input type="checkbox"/>	UL (Third Party Safety and Compliance Auditors)		
<input type="checkbox"/>	Other EMS (Environmental Management Systems)		

**Certification Checklist
PRODUCT**

Tick	Standard	Certificate Number	Last Date Audited
<input type="checkbox"/>	CE (Conformité Européene) Compliance		
<input type="checkbox"/>	CE – ROHS (Restriction of Hazardous Substances)		
<input type="checkbox"/>	Battery Directive 2008 Compliance		
<input type="checkbox"/>	REACH Regulation & Compliance		

I have read, understand and comply with the A2C Supplier Code of Conduct.

<p>Signed:</p> <p>-----</p> <p>Name:</p> <p>Position:</p> <p>Date:</p>	<p>Signed:</p> <p>-----</p> <p>Name:</p> <p>Position:</p> <p>Date:</p>
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