



## Supplier Code of Conduct

Arrow Science and Technology, LLC strives to conduct its business activities with integrity, fairness, and in accordance with the highest ethical standards. As a Supplier you are obligated to uphold that reputation in every business activity. Our Supplier Code of Conduct describes general guidelines for conducting business with high ethical standards in keeping with our mission statement:

Think smart.....Act with integrity.....Keep learning.

Quality is foundational to our continued success. Delivering products and services that meet our customers' requirements contributes to the success of their mission and ensures that we remain a value-added member of their supplier team. We expect our suppliers to participate in this quality culture as well. We are committed to achieving customer satisfaction by on-time delivery of quality products using quality procedures that meet or exceed the requirements of applicable industry standards, and we are committed to continually improving our quality management system.

## Our Expectations

**Obey the law:** as a responsible company we expect our suppliers to share our commitment to follow the law. We expect our suppliers to:

- Know and follow the laws that apply to them and their business
- Treat legal standards as a minimum standard
- Alert Arrow to any material issues including counterfeit, health, or safety violations.
- Cooperate with governmental and regulatory authorities in investigating possible violations of applicable laws and regulations.
- Comply with anti-money laundering laws and regulations and not engage in any activity that would involve Arrow in money-laundering schemes.
- Not participate in, cooperate with, or otherwise agree to do anything in violation of or that would be penalized under the anti-boycott laws.

**Conduct business with integrity:** we seek business relationships that are based on trust, transparency, and mutual accountability. We expect our suppliers to:

- Compete fairly and ethically for Arrow's business.
- Never offer or accept bribes, kickbacks, inappropriate gifts or hospitality, or other improper incentives in connection with Arrow's business.
- Avoid any conflict of interest relating to financial interests or other arrangements with our employees that may be considered inappropriate.
- Conduct themselves with the highest standards of honesty, fairness, and personal integrity avoiding the appearance of impropriety or conflict of interest.
- Work with their own suppliers to flow-down contractual provisions in their own supply chains.



- Work with their own suppliers to promote business conduct consistent with the principles in this Supplier Code of Conduct and in compliance with applicable laws.

**Keep accurate and honest records:** we expect our suppliers to maintain accurate and honest records which help us make informed business decisions and provide our stakeholders with truthful and timely information. We expect our suppliers to:

- Maintain books and records that reflect all transactions in an honest, accurate, and timely way.
- Employ appropriate quality audit and compliance processes for matters such as product safety, worker health and safety, and labor and employment.
- Disclose the location of facilities and known origins of materials to enable traceability.

**Honor business obligations:** we work with suppliers who share our desire to build productive business relationships. This requires honest communications, mutual respect, and delivering on commitments. We expect our suppliers to:

- Share our commitment to conducting business honestly and transparently.
- Honor business obligations and manage unanticipated events in a proactive, timely, and open way.

**Treat people with dignity and respect:** we expect our suppliers to prioritize the safety, well-being, human rights, and dignity of all individuals whose talents and hard work help us deliver our products and services. We expect our supplier to:

- Provide clean, healthy, and safe environments for their employees that meet or exceed legal standards, including safety procedures for their employees and tracking tools with a goal of zero workplace safety incidents. Supplier employees have the right to refuse work and report any conditions that do not ensure a safe working environment.
- Respect the rights of workers to form or join a legally recognized labor organization, if they choose without fear of reprisal, intimidation, or harassment.
- Treat all workers with dignity and respect, not discriminating against any employee in a manner that violates the law, providing equal opportunity for all employees without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, or any other characteristic protected under federal, state, or local law.
- Provide competitive, fair, and equitable pay.
- Comply with applicable laws regulating work hours, wages, benefits, and paid in a timely fashion.
- Act to eliminate any form of forced labor, child labor, or human trafficking abuses.
- Provide an adequate mechanism for their employees to report integrity concerns, safety issues and misconduct without fear of retaliation. Suppliers will also appropriately investigate reports and take corrective action, if needed.

**Protect Arrow's information, assets, and interests:** we expect our suppliers to protect Arrow's reputation and any information or property we entrust to them. We expect our supplier to:



- Protect Arrow’s confidential information to which they have access, including its intellectual property, trade secrets, or financial information.
- Honor all non-disclosure agreements.
- Safeguard any property belonging to Arrow while under their control.
- Avoid any situations that may adversely affect our business interests or reputation and maintain strict standards to promote product safety.

**Protect the Environment:** we expect our suppliers to protect the environment and reduce the environmental impact of their business. We expect our suppliers to:

- Increase efficiency throughout their companies and take measures to reduce their carbon footprint, energy use, water use, wastes and other emissions.
- Protect water resources by minimizing the use of water in their operations and avoiding contamination from their operations.
- Conserve resources and protect the communities and environments that surround them by addressing and mitigating the impacts of their business on climate, land, water, soil, air and biodiversity.

When we select our Suppliers and extend a business relationship, we expect our suppliers to follow our Supplier Code of Conduct, work in compliance with applicable laws, and communicate these or similar codes of conduct to their suppliers and subcontractors. Suppliers will develop and implement appropriate business processes and policies to ensure compliance with this Supplier Code of Conduct and should be able to demonstrate compliance with this code upon our request and will take any action to correct any non-compliance.

Subject to any restriction posed by law, suppliers will promptly notify Arrow of any concern related to issues governed by this Supplier Code of Conduct. Arrow policy prohibits retaliation against any person reporting such a concern. To report a concern, suppliers can speak directly to the Arrow Purchasing Department.