

# Supplier Code of Business Ethics Policy

Effective July 2024





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## Message from SUSE'S Chief Financial Officer

Dear Supplier,

SUSE is a global leader in innovative, reliable and enterprise-grade open source solutions, and we are equally open in how we do business. We behave responsibly and conduct business with suppliers and vendors with fairness, honesty, and in an environmentally and socially conscious manner. We promote the highest ethical standards and comply with both the letter and spirit of all applicable laws.

We believe high ethical standards are the foundation of a successful business. Supplier and vendor loyalty and respect from the communities in which we do business stem from our reputation that we do the right thing. SUSE's values inform all business interactions and how we do business.

Our Supplier Code of Business Ethics policy reflects our commitment to uphold the highest ethical standards and is an integral part of our daily business operations and practices. We ask that you read it, understand it and promote it. We expect all SUSE's suppliers to comply with these requirements as a minimum and that you will always go beyond what is the legal minimum in the country under whose laws you operate. In the event a matter is reported to SUSE, we will ensure the protection of supplier/vendor whistleblower confidentiality.

SUSE values your partnership and commitment to doing business the right way - aligned to our approach to ethics and compliance - as we work together to make SUSE one of the world's leading open source companies.

Best regards,

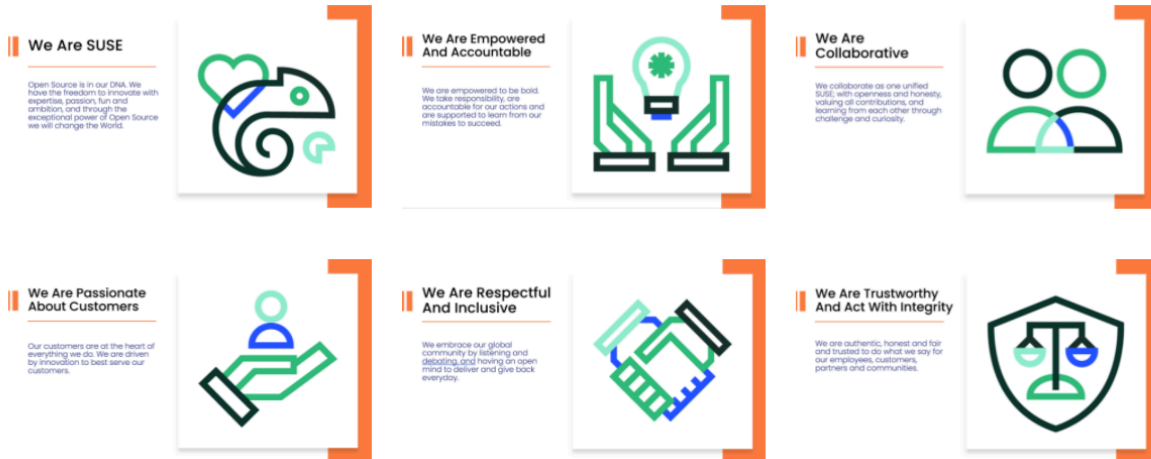
Ian Halifax  
*Chief Financial Officer*





## 1. Introduction

SUSE's suppliers are a vital part of the greater SUSE story. SUSE is an open, inclusive, and integrity-driven company and we require that our suppliers exhibit and live by these same values. Our values are the thread that unites us as a company. They sit at the heart of our culture and represent the ethos of everyone at SUSE.



## 2. Purpose

The purpose of the SUSE's Supplier Code of Business Ethics (Supplier COBE) is to ensure its suppliers meet all their legal and ethical obligations. Among SUSE's most fundamental operating principles are adherence to high ethical standards and compliance with all laws and regulations applicable to our business.

There are a variety of laws that apply to SUSE and its operations, and some carry criminal penalties. These laws include, but are not limited to:

- Advertising laws
- Antitrust laws
- Employment-related laws
- Equal employment opportunity laws
- Export laws
- Fair credit practices laws
- Fair trade practices laws
- Federal and state laws (including securities and exchange laws)
- Internet usage laws
- Occupational safety laws
- Privacy laws

SUSE expects that its suppliers will "do the right thing," but as an absolute minimum, we expect that our suppliers comply with all laws and regulations of the countries in which they operate. In particular, laws that relate to anti-corruption, anti-slavery and anti-child working must be implicitly followed in spirit as well as to the letter.

Furthermore, in adherence to the UN Sustainable Development Goals – specifically Goal 8: "decent work and economic growth" and Goal 13 "climate action" – we must take steps to improve the sustainability and diversity of our supply chain in order to ensure positive





social and environmental impact. Our Sustainable Procurement guidelines (outlined below) evidence our commitment to sustainability and set standards which all our suppliers should abide by as a condition for doing business with us.

The reputation of SUSE, the quality of our work-place experience, and the satisfaction of our obligations depends on each SUSE supplier achieving these levels of conduct and compliance with laws and regulation.

### 3. Scope

This policy applies to all SUSE suppliers globally, which in this context are defined as subcontractors, service providers, consultants, intermediaries and agents.

We expect all SUSE's suppliers to comply with the requirements outlined in this policy as a minimum. All applicable actions for the supplier will be communicated to the point of contact via email. This includes, but is not limited to, the supplier acknowledging that they have read and understood this policy via [this form](#).

### 4. Policy Statement

We are respectful and inclusive

#### **Diversity and Inclusiveness**

SUSE expects all suppliers to comply with all applicable laws in providing their employees and applicants with equal employment opportunity without regard to an individual's race, colour, religion, gender, age, marital status, disability, national origin, veteran status, sexual orientation, or any other factor protected by law. We also expect that these policies are readily available for inspection. SUSE absolutely insists that our suppliers have robust policies covering diversity and inclusion, anti-bullying, and anti-harassment that go beyond what is provided for in law.

We are trustworthy and act with integrity

#### **We Work with Suppliers of Integrity**

We respect our suppliers, partners and competitors and want to work or compete with them fairly. Price is very important, but it is not the only factor worth considering. Quality, service, reliability, and the terms and conditions of the proposed service can also make the difference and affect the final purchase decision.

#### **Anti-Bribery and Anti-Corruption**

SUSE expects that its suppliers take a strong stance against bribery and corruption, consistent with the anti-bribery and anti-corruption laws that exist in many countries around the world. As an absolute minimum, suppliers must have policies that strictly prohibit bribes, fraudulent conduct, kickbacks, illegal payments, and any other offers that may inappropriately influence or secure an improper advantage with a government official, supplier or customer.





## Antitrust Law and Fair Competition

Healthy competition and fair business practices benefit everyone by putting customers first and by giving them access to products and services at fair prices. As a supplier to SUSE, you should believe strongly in fair and open competition. As a result, the antitrust laws are an important fact of everyday business.

We require that you are truthful and transparent in your interactions with SUSE, and you do not influence our decisions through taking unfair advantages through manipulation, concealment or misrepresentation of key facts, improper payments, or other unfair practices. Competing fairly ensures that we both meet our objectives and business strategy without losing our integrity.

You must comply strictly with all applicable antitrust and competition laws. These laws protect the rights of businesses to compete vigorously for the benefit of their customers. They prohibit anti-competitive agreements or understandings between competitors, restrict the behaviour of dominant companies, and require advance review or permission for mergers and acquisitions as well as other commercial arrangements that might affect competition.

## Conflicts of Interest

A conflict of interest occurs when an individual's personal interests – family, friendship, financial or social factors – could compromise their judgement, decisions or actions in the workplace to the detriment of SUSE.

Any conflict of interest between a supplier and SUSE should be immediately reported using [our online tool](#) and a log should be kept to ensure a fair and impartial relationship between SUSE and the supplier.

We are empowered and accountable

## Health and Safety

Safety should be a primary concern of any SUSE supplier. You must be committed to providing a safe working environment for all who are involved in your company, including visitors. You must comply with occupational health, safety and environmental laws.

## Sustainable Procurement

As a part of our vision and commitment to sustainability, SUSE is committed to achieving a sustainable supply chain involving our suppliers and stakeholders.

SUSE recognizes its responsibility as a global citizen to act in the best interests for society and the planet, and the following ensures that we continue to progress in our sustainability journey:

- Complying with all applicable procurement laws and regulations of the respective countries where we operate
- Upholding the highest standards of economic, social, ethical and environmental practices





- Identifying and reviewing environmental and social risks within our supply chain
- Assessing, developing, and supporting suppliers and contractors on their commitment to sustainable procurement standards and corporate social responsibility
- Sourcing locally-produced, environmentally and socially responsible products and services without compromising on safety, reliability and performance where possible
- Working with a diverse supplier base to address social injustice and inequality
- Upholding a continuous improvement approach with appropriate indicators

Through supplier selection and direct engagement, SUSE is committed to working with suppliers that actively:

- Reduce their environmental footprint and report their carbon emissions
- Demonstrate respect of human rights, including through following guidelines and activities that support:
  - The prohibition of forced labor, modern slavery or child labor
  - Diversity, non-discrimination and respect for employees
  - Working hours, wages and benefits for employees
- Evidence their consideration of ethical and social practices
- Demonstrate a commitment to business ethics and adhere to data protection regulations
- Consider the whole-life costs as well as the associated risks and implications for society and the environment

### **Sustainable Procurement Initiatives**

To realize our commitments of a sustainable supply chain, SUSE has developed an initiative to gain visibility of the suppliers that we work with.

#### **a) Environmental, Social and Governance Assessment**

Select suppliers will be required to undergo an Environmental, Social and Governance (ESG) assessment as part of their engagement with SUSE.

Under this screening, the supplier will be asked to share:

1. A third-party verified ESG rating
2. Relevant guidelines held on sustainable procurement measures

We will start with an assessment of our largest suppliers, and we will eventually extend this to all suppliers with more than 100 employees. The supplier will be notified via email if this screening applies to them, with further details on what is expected.

## **5. What you need to do?**

This Supplier COBE policy defines SUSE's basic requirements for business relationships with our suppliers and partners in alignment with our company values. We expect the commitment from our suppliers and partners to this policy. We do therefore request your confirmation that you read and understand this policy and respect the included commitments, which can be indicated via [this form](#).





## 6. Related Documentation

Document	Link
SUSE Supplier Code of Business Ethics Policy Acknowledgement	<a href="https://forms.gle/Dmejm8sB6MMMs1ABA">https://forms.gle/Dmejm8sB6MMMs1ABA</a>
SUSE Supplier Conflict of Interest Declaration	<a href="https://forms.gle/kajK4UmUABiiGfVc6">https://forms.gle/kajK4UmUABiiGfVc6</a>

## 7. Policy Review

This policy will be reviewed annually and as necessary by the SUSE Procurement Team in conjunction with any relevant departments.

