

Supplier Code of Conduct

IMP-SCC-V2

This Supplier Code of Conduct (the “Code”) has been developed as part of our Sustainable Procurement Policy and serves to publicly declare what Impressions regards as morally or ethically acceptable behaviour from current and future vendors, suppliers, contractors, consultants, agents and other providers of goods and services (our “Suppliers”) and sets out the ethical values, standards, principles, and guidelines which bind Suppliers in their dealings with Impressions.

Suppliers are required to take steps to ensure that the Code is communicated throughout their organisations. Impressions regards any contravention of this Code as a serious matter which could result in the termination of the business relationship with a Supplier. Impressions requires Suppliers to share its commitment to and compliance with the following minimum standards:

1. Competition Law

Competition laws ensure that companies compete to acquire business by offering lower prices, innovative products and better service and not by interfering with the market forces of supply and demand.

Impressions requires that all suppliers conduct their business in full compliance with all applicable laws intended to promote free and fair competition and do not enter into prohibited agreements or practices, formal or informal, such as price fixing, market sharing, bid rigging, collusion and “kick-backs”.

2. Confidential and Proprietary Information

Suppliers may not use for their own purposes or disclose to any third party Impressions’ intellectual property, trade secrets or other confidential, proprietary or sensitive information (“Impressions Information”) without the prior written consent of Impressions.

Suppliers may not use the Impressions logo without the prior written consent of Impressions.

The Supplier shall disclose Impressions Information to persons within the Supplier organisation strictly on a “need to know” or “need to use” basis.

3. Ethical Dealings

Impressions seeks to deal with Suppliers honestly and ethically and will give all potential suppliers fair consideration. Decisions will be based on objective criteria such as price, quality, BBBEE status, service capability, reliability, sustainability, environmental impact and integrity. The giving or receiving any kickbacks, bribes or similar payments of any sort is prohibited.

Impressions employees may not receive any commissions, money or item of value other than regular remuneration and incentives as provided in their terms of employment, either directly or indirectly, for negotiating, procuring, recommending or aiding in any transaction entered into on behalf of Impressions, nor are they entitled to any direct or indirect financial interest in such transactions.

Suppliers are required to demonstrate the same high ethical standards and to conduct business with integrity and fairness.

Impressions employees are prohibited from engaging in any private financial relationship with any Supplier, its owners, shareholders, directors, partners or members including the investment in or acquisition of any financial interest for their own account in any Supplier business, or with any of the owners, shareholders, directors, partners or members of such business, other than ordinary share dealings through a recognised stock exchange.

4. Anti-Bribery

Company policy and anti-bribery laws around the world prohibit Impressions and its employees from giving or accepting money or other inappropriate enticements, directly or indirectly to coerce or persuade the awarding of a business opportunity to Impressions or the Supplier, as the case may be.

Suppliers may not, in their business relationship with Impressions, act in any way that violates Impressions' policy or anti-bribery laws around the world. Suppliers must also ensure that where Impressions is involved in the supply chain that their suppliers do not engage in the giving or receiving of bribes, kick-backs, or other similar improper or unlawful payments.

5. Gifts

Suppliers should be aware that it is not permissible for Impressions employees to give or receive gifts, hospitality or favours that could influence any business decision or that create the appearance of influencing such a decision.

Suppliers are therefore not to provide gifts, hospitality or favours to any Impressions employee, their family members or friends other than the following;

- promotional material and reasonable business entertainment such as business breakfasts, lunches, cocktail parties or dinners;
- personal hospitality to events such as sporting events or theatres, provided that travel and accommodation costs are not included;
- business conferences and/or seminars provided that travel and accommodation costs are not included;
- gifts of a value of R1000-00 (or the equivalent in local currency for operations outside South Africa) and less.

The giving or receiving of gift vouchers or other cash equivalents above R1000-00 (or the equivalent thereof in local currency for operations outside South Africa) or cash (regardless of the amount) is always prohibited.

Any deviations from this will only be allowed if permission is received in writing from a member of the Impressions executive.

6. Health and Safety

Suppliers who do business with Impressions are required to provide a safe and healthy work environment for all employees working at their sites.

In addition, any supplier employee or representative providing on-site services in an Impressions facility is required to adhere to Impressions safety standards and site rules.

7. International Trade Regulations

Impressions suppliers must adhere to all applicable trade and import regulations that apply to their activities.

8. Labour Practices and Human Rights

Impressions is committed to fair labour practices in the workplace and expects its suppliers to take appropriate steps to ensure that they and their suppliers subscribe to the same principles and practices, which include;

- A Prohibition of all forms of unfair discrimination,
- An intolerance of the inhumane treatment of employees and behaviour which is tantamount to any form of harassment in the workplace;
- A prohibition of the use of child labour;
- The recognition of the right of employees to freedom of association, organisation and collective bargaining;
- Respect for the privacy of all employees;

- The provision of equal opportunities without discrimination on the basis of age, colour, creed, disability, ethnic origin, gender, marital or family status, religion or sexual orientation. In addition, all promotions and recognition will be based purely on merit.

9. Protecting the Environment

Impressions Suppliers shall comply strictly with the letter and spirit of applicable environmental laws and regulations.

Suppliers must implement and maintain environmental policies to ensure that their actions are carried out in an environmentally responsible way and be transparent about and accountable for their environmental performance.

10. Quality Requirements

Impressions will only do business with suppliers that produce, package, store and ship products in accordance with good manufacturing practices prevailing in their respective industries.

Suppliers are expected to provide goods and services that consistently meet required specifications or at the least industry standards.

11. Sustainability

Impressions is committed to the principle of sustainable development with the goal of striking an optimal balance between economic, environmental and social development. Working in consultation with its stakeholders, Impressions will strive to innovate and adopt best practices in order to achieve this goal. Impressions recognises the need for sustainability to;

- minimise consumption of natural resources and waste generation;
- minimise the impact of operations on the environment; and
- maximise recycling where possible.
- protect natural resources and the environment for future generations.

Impressions requires Suppliers to share its commitment to sustainability and encourages Suppliers to be a source of proposals and innovation, with the aim of improving their offer in terms of sustainability.