

Supplier Code of Conduct

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TABLE OF CONTENTS

Contents

Scope	3
Purpose.....	3
Supplier Code of Conduct	3
Document History	5

Scope

This policy establishes a code of conduct for current and potential Tongrun International suppliers.

Purpose

Tongrun International is committed to conducting its business in an ethical, legal and socially responsible manner. Tongrun International expects its suppliers to share this commitment and, therefore, has established this Supplier Code of Conduct. Although there may be different legal and cultural environments applicable to its suppliers, Tongrun International suppliers must meet the following minimum requirements in order to do business with Tongrun International.

Supplier Code of Conduct

Compliance with Laws, Regulations and Published Standards

Tongrun International suppliers must comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, Tongrun International suppliers must require their suppliers (including temporary labor agencies) to do the same.

Ethical Business Practices

Suppliers shall conduct their businesses in accordance with the highest standards of ethical behavior and in accordance with applicable laws and regulations. Suppliers are expected to conform to these requirements in each of the following areas:

- **Fair Trade Practices.** Suppliers shall not engage in collusive bidding, price fixing, price discrimination or other unfair trade practices in violation of antitrust laws. Bribery, Kickbacks and Fraud. No funds or assets of the supplier shall be paid, loaned or otherwise disbursed as bribes, "kickbacks", or other payments designed to influence or compromise the conduct of Tongrun International, its employees or representatives.

- **Foreign Corrupt Practices Act.** While laws and customs vary throughout the world, suppliers must comply with foreign legal requirements and United States laws that apply to foreign operations, including the Foreign Corrupt Practices Act. The Foreign Corrupt Practices Act generally makes it unlawful to give anything of value to government officials, foreign political parties, party officials, or candidates for office for the purposes of obtaining or retaining business.

Intellectual Property Rights.

Suppliers shall respect the intellectual property rights of others, including Tongrun International, its affiliates and business partners. Suppliers must take appropriate steps to safeguard and maintain confidential and proprietary information of Tongrun International and shall use such information only for the purposes specified for use by Tongrun International. Suppliers shall observe and respect all Tongrun International patents, trademarks and copyrights and comply with all requirements as to their use as established by Tongrun International. Suppliers shall not transmit confidential or proprietary



information of Tongrun International via the internet unless such information is encrypted accordance with minimum standards established by Tongrun International.

Environmental Practices

Tongrun International suppliers shall comply with all environmental laws and regulations applicable to their operations worldwide. Such compliance shall include, among other things, the following items:

- Obtaining and maintaining environmental permits and timely filing of required reports
- Proper handling and disposition of hazardous materials
- Monitoring, controlling and treating discharges generated from operations

Occupational Health and Safety Practices

Tongrun International suppliers shall provide their employees with a safe and healthy working environment in order to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of the supplier.

Labor Practices

Tongrun International expects its suppliers to adopt sound labor practices and treat their workers fairly in accordance with local laws and regulations. In addition, suppliers must comply with the following standards:

- Freely Chosen Employment. Suppliers shall not use any forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise.
- No Child Labor. Suppliers shall comply with local minimum working age laws and requirements and not employ child labor.
- Minimum Wages. Suppliers shall provide wages for regular and overtime work and benefits that meet or exceed legal requirements.
- Working Hours. Suppliers shall not require workers to work more than the maximum hours of daily labor set by local laws.
- No Harsh, Inhumane Treatment or Abuse. Suppliers shall treat each employee with dignity and respect. In no event shall Supplier's workers be subject to threats of violence, physical punishment, confinement or other form of physical, sexual, psychological or verbal harassment or abuse.
- No Discrimination. Suppliers shall not discriminate in its employment practices on the basis of race, color, religion, sex, age, physical disability, national origin, creed or any other basis prohibited by law.
- Freedom of Association. Suppliers shall recognize and respect the rights of its workers to join or to refrain from joining associations of their own choosing and the right to collective bargaining in accordance with local labor laws and established practices.



Export Sanctions/Terrorism Activities

Tongrun International suppliers must abide by all economic sanctions or trade embargoes that United States has adopted, whether they apply to foreign countries, political or to particular foreign individuals and entities. Suppliers must not directly or indirectly engage in or support any terrorist activity.

Solicitations by Suppliers

All suppliers shall comply with all guidelines issued by Tongrun International relating to access to Tongrun International facilities, offices and departments, and employees. No Supplier shall use Tongrun International's computer system, including its electronic mail system and internet site, for purpose of sending unsolicited electronic mail messages to the Tongrun International community.

Monitoring and Compliance

Tongrun International or its representatives may engage in monitoring activities to confirm Supplier's compliance to this Supplier Code of Conduct, including on-site inspections of facilities, use of questionnaires, review of publicly available information, or other measures necessary to assess supplier's performance.

APPLICATION/EXCLUSIONS

This Supplier Code of Conduct is a general statement of Tongrun International's expectations with respect to suppliers. This Policy should not be read in lieu of but in addition to any supplier obligations as set forth in any (i) request for proposal or other solicitation, or (ii) agreements by and between Tongrun International and the Supplier. In the event of a conflict between this Policy and any Tongrun International solicitation document or applicable agreement, the terms of the solicitation document or applicable agreement shall control.

No exclusions are applicable to this policy.

Document History

Revision	Author	Date	Change from last
0	Fischer	Dec 2020	Initial Release