



CODE OF CONDUCT FOR CAA SUPPLIERS

This Supplier Code of Conduct defines the basic requirements placed on CAAs' suppliers of goods and services.

Legal compliance and integrity **As a supplier to CAA, you shall**

- comply with the laws of the applicable legal system(s);
- do not to engage or tolerate any form of corruption (i. e. bribery, extortion, fraud, deception, collusion, cartels, abuse of power, embezzlement, trading in influence, money-laundering, or any similar activity), e. g. any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in the violation of law.

Human rights and labour standards **You shall ensure fair labour conditions, in particular you will**

- promote equal opportunities for and treatment of employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
- respect the personal dignity, privacy and rights of each individual;
- refuse to employ or make anyone work against his will;
- refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
- provide fair remuneration and to guarantee the applicable national statutory minimum wage;
- comply with the maximum number of working hours laid down in the applicable laws;
- ensure no child labour – comply with minimum working age requirements prescribed by national laws and international agreements.

Health and safety of employees **You shall provide a safe and healthy workplace and in particular you will**

- comply with all applicable laws and regulations on occupational health and working safety;
- commit to continuous improvements of occupational health and safety;
- use or set up a reasonable occupational health & safety management system.

Environmental protection **You shall conduct your business in an environmentally sustainable way, and you will**

- comply with all applicable laws and regulations and international standards relating to the protection and preservation of the environment;
- commit to minimize environmental pollution and make continuous improvements in environmental protection;
- use or set up a reasonable environmental management system.

Supply chain **You shall procure goods and services in a responsible manner, and you will**

- undertake reasonable efforts to encourage your own suppliers and sub-contractors to comply with the principles of this Code of Conduct.

CAA Compliance Codex / Code of Conduct - for more information see www.caaint.com

Code of Conduct Suppliers – November 2016