



INCAP

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Code of Conduct
for suppliers

Introduction.

Incap is committed to integrity, sustainability and providing its customers products and services that are produced responsibly. Acting with the highest level of business ethics throughout its value chain is an uncompromised principle for Incap, and the company also requires its suppliers to adhere to these principles.

The Incap Supplier Code of Conduct outlines the minimum standards of business conduct that Incap expects from its suppliers. Incap requires its suppliers to comply with applicable local and international laws and regulations, respect human rights and act with a high level of integrity in accordance with Incap's principles for social, economic and environmental responsibility.

The principles outlined in the Supplier Code of Conduct are based on and compliant with the Incap Code of Conduct for employees. The Incap Code of Conduct for employees can be found at www.incapcorp.com.

All suppliers are expected to adhere to the Incap Supplier Code of Conduct when conducting business with Incap. In addition, the Code applies to all suppliers' employees and subcontractors, as well as dealings with third parties, including government officials. By agreeing to work with Incap, the supplier confirms that it and its affiliates comply with the Code. Should the supplier materially violate the Code, Incap is entitled to terminate the business relationship with the supplier with immediate effect.

If the supplier becomes aware of any breaches of the Code, the supplier is required to inform Incap without delay. Breaches can be reported anonymously via Incap's whistleblowing channel at www.incapcorp.com/whistleblowing.

Compliance

Incap expects all its suppliers to comply with all applicable local and international laws and regulations, and this Code of Conduct for Suppliers.



People and human rights.

Respect human rights

The supplier shall respect the protection of internationally proclaimed human rights as expressed in the International Bill of Human Rights, the UN Guiding Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises, and the International Labour Organization's Declaration on Fundamental Principles and Rights at Work.

The supplier shall support the basic labour rights stated by the International Labor Organization (ILO): freedom of association, the effective recognition of the right to collective bargaining, and equality of opportunity and treatment.

Incap's suppliers must comply with all applicable local wage laws stipulating minimum wages, overtime hours, and benefits.

Conflict Minerals

The supplier must ensure that their products and materials do not contain Conflict Minerals as defined by EU Conflict Minerals Regulation and Section 1502 of the US Dodd-Frank Act. The supplier shall implement and follow the Conflict Minerals policy and make efforts to exercise due diligence in investigating the source of these minerals, ensuring appropriate Conflict Minerals Reporting.

Prohibition of forced, compulsory, or child labor as well as human trafficking

The supplier must not use forced, compulsory, or child labour, and they shall not engage subcontractors or suppliers that use forced, compulsory,

People and human rights.

or child labour. The supplier shall not engage in, and shall ensure its subcontractors do not engage in, human trafficking. The supplier shall ensure that minors are properly protected and shall not employ any individuals under the minimum legal working age of the country in which they work.

Respect freedom of engagement

Suppliers shall recognise the fundamental right to freedom of expression and the rights of employees to participate as individuals in the political process, in accordance with local laws and regulations.

No discrimination

Suppliers shall not engage in discrimination based on characteristics such as age, sex, gender identity, race, ethnic background, colour, sexual orientation, gender identity, national origin, language, religious beliefs, political opinion, union membership, marital status, disability, national extraction, social origin, or other forms of discrimination covered by European Union regulations and/or national law.

Prohibition of harassment and bullying

Suppliers shall treat employees, customers, business partners, and other stakeholders with dignity and respect at all times. Any form of harassment, including bullying, violence, sexual harassment, punishment, or abuse, is prohibited.

Ensuring well-being and safety of employees

Suppliers shall provide a safe and healthy workplace for employees and take adequate steps to prevent accidents and health-related injuries. They are expected to respect and comply with health and safety laws and regulations and ensure that their employees do not take any unsafe actions.

Process for raising concerns

Suppliers shall provide an anonymous channel for raising concerns about any misconduct and inform their employees about such possibility. The supplier shall commit to protect against retaliation anyone who raises concerns.

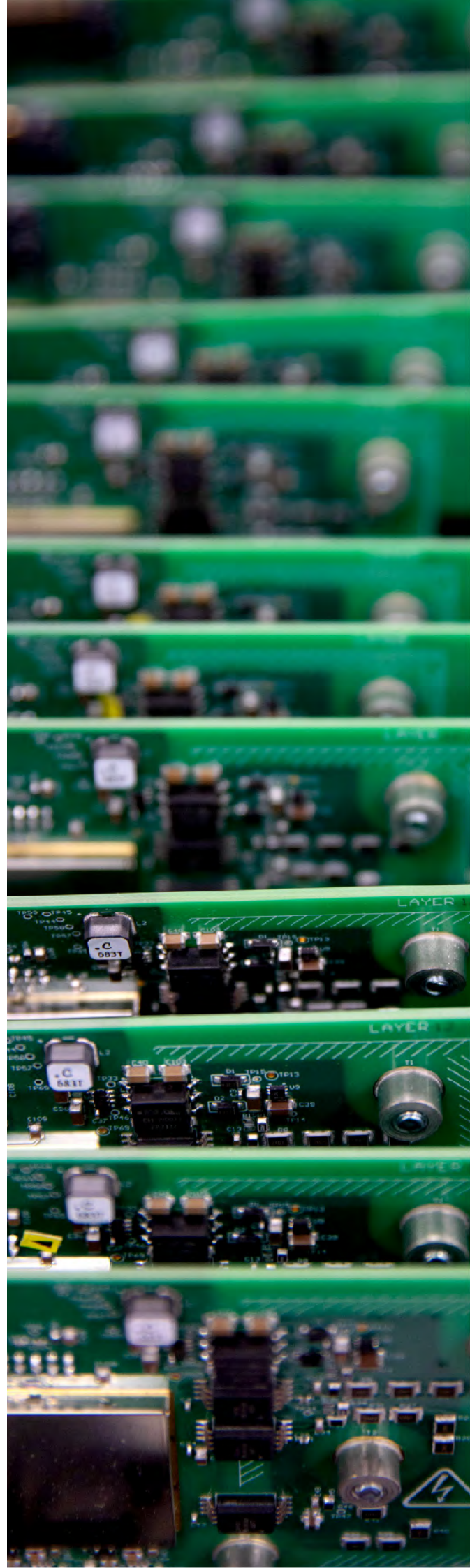
Environmental impact and product quality.

Ensuring product safety and quality

Suppliers shall commit to meeting regulatory requirements and Incap's quality specifications at every stage to ensure that their products are safe and of high quality.

Commitment to environmental responsibility

Suppliers are expected to operate in an environmentally responsible manner and comply with all relevant environmental laws and regulations to prevent pollution and reduce the consumption of natural resources and materials.



Business ethics.

Suppliers shall commit to operating at the highest level of business ethics and integrity.

Avoid conflicts of interest

Suppliers shall avoid any situations that create a conflict of interest with Incap.

Protect intellectual property and assets

Suppliers shall protect and respect the business value of information and ideas, whether they belong to Incap or another company.

Commitment to information confidentiality

Suppliers shall be responsible for protecting information from any misuse, violation, loss, theft, or unauthorised disclosure to third parties.

Compliance with laws and regulations for protecting personal data and privacy

Suppliers shall comply with the requirements of local and international privacy laws. Personal data are strictly confidential and shall only be gathered on legal grounds and for purposes specified by law. Such data must be protected with appropriate safeguards against unauthorised access, alteration, and loss.

Supporting fair competition

Suppliers shall support and strive for fair competition and free markets and shall not enter into discussions, agreements, or business practices with competitors concerning pricing, market shares, or similar activities.

Zero-tolerance for corruption and bribery

Consistent with the principles of the United Nations Convention against Corruption (UNCAC), suppliers shall have zero-tolerance for corruption and bribery.

Suppliers shall comply with all legal requirements for giving and receiving gifts and entertainment and shall not offer or accept bribes.

Commitment to the prevention of money laundering

Suppliers shall be committed to the prevention of money laundering and terrorist financing. They shall comply with all local and international laws and regulations against terrorism, corruption, and money laundering.

Incap requests its suppliers to take appropriate measures to implement and comply with the principles listed above.



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