

TITLE **CODE OF ETHICS AND CONDUCT FOR SUPPLIERS**

REFERENCE **RG-07-01**

REVISION **00**

DATE **14-02-2023**

NOTE *The present document represents the English version of the document under reference at the specified revision. In case of conflict, the Italian version will prevail. To identify the revised parts reference must be made to the Italian version only.*

PREPARATION
THE COMPLIANCE OFFICER

APPROVAL
THE DIRECTIVE COUNCIL

AUTHORIZATION
THE PRESIDENT

APPLICATION DATE
01-03-2023

CONTENTS

- 1. SCOPE AND FIELD OF APPLICATION 3**
- 2. FIELD OF APPLICATION 3**
- 3. RULES OF CONDUCT REQUIRED FOR ALL ACCREDIA SUPPLIERS 3**
- 4. BREACH OF THIS CODE OF CONDUCT BY A SUPPLIER 4**

1. SCOPE AND FIELD OF APPLICATION

This code of Ethics and Conduct contains the fundamental rules of conduct required by ACCREDIA of all its suppliers (see point 2), in the application of the general principles defined in the Organisational and Management and Control Model according to Legislative Decree 231/01 and published on ACCREDIA's website (www.accredia.it).

The Code is supplemented by the specific provisions contained in the documents applicable to relations with individual suppliers, such as contracts, regulations, specific procedures or technical specifications.

2. FIELD OF APPLICATION

This code of Ethics and Conduct applies to all ACCREDIA suppliers of goods and services, i.e. to all those who are not ACCREDIA employees (collaborators, assessors and technical experts and members of corporate bodies) such as, for example, contractors of services or of works, maintainers, raw material suppliers, hardware and software service companies, and so on.

3. RULES OF CONDUCT REQUIRED FOR ALL ACCREDIA SUPPLIERS

In their relations with ACCREDIA, suppliers must comply with the following rules of conduct:

- comply with the legislative provisions applicable to the relationship object of the supply towards ACCREDIA;
- respect the written agreements reached with ACCREDIA;
- maintain confidentiality with respect to information relating to ACCREDIA and its personnel in the context of the relationship with the Body and avoid, both in personal communications, in group meetings/meetings, and in social networks, remarks or comments harmful to the image of ACCREDIA and its staff;
- comply, in performing the activities covered by the relationship with ACCREDIA, with all the measures envisaged in terms of safety provided by ACCREDIA personnel, including also the anti-Covid provisions;
- use polite language appropriate to a professional context, in the case of activities carried out within ACCREDIA work areas, both physical and virtual (such as, for example, meetings on the web platform);
- receive or request payments that are not adequately justified in the context of the existing contractual relationship and in relation to the supply/service provided;
- immediately notify the ACCREDIA management of irrelevant requests or in any case incorrect behaviour by ACCREDIA personnel in the context of the supply/service provided.

4. BREACH OF THIS CODE OF CONDUCT BY A SUPPLIER

ACCREDIA considers any behaviour contrary to this Code of Ethics and Conduct by suppliers as a breach of contractual, which could lead to the termination of the contract and, in the most serious cases, a request for compensation for damages.

The assessment of compliance with this Code of Ethics and Conduct is a fundamental element for the supplier qualification process for the purpose of maintaining the collaboration over time.