

DYNAMIC SUPPLIER CODE OF CONDUCT

OUR AMBITION & EXPECTATION

Dynamic provides world-class service solutions for leading global brands, through an unparalleled network of professionals. We specialize in the implementation of initiatives from initial design concepts to site survey, store construction, fixture installation, displays, graphic installation, branding and both preventative & reactive maintenance. With over 150 employees in multiple strategic locations around the globe, and a network of local expert trades, we execute all types of projects to the highest standard.

With a presence across all continents, Dynamic aims to play a full role in the move towards more ethical, sustainable and responsible business practices. In fulfilment of this mission, we expect our partners – contractors, subcontractors, suppliers, and others – to operate sustainably and to conduct themselves with the utmost fairness, honesty and responsibility in all aspects of their business.

The Dynamic Supplier Code of Conduct sets out what we value as a company. These principles define who we are, how we work, and what we stand for. While Dynamic recognizes that there are different legal and cultural environments in which our suppliers operate throughout the world, these principles set forth the minimum requirements all suppliers must meet in order to do business with us. The Code of Conduct is not a set of rules and it cannot cover every possible situation. We are all required to use our best judgment in applying the principles of the Code and to demonstrate its spirit in everything that we do.

Dynamic works with suppliers who agree to comply with the requirements of this Supplier Code of Conduct and with the principles stipulated in the Conventions of the International Labour Organization, the Universal Declaration of Human Rights, the United Nations Global Compact (including the Sustainable Development Goals), the OECD Guidelines for Multinational Enterprises and the United Nations Women's Empowerment Principles.

In working with Dynamic, you are entering into a responsible partnership that will allow us to work together in a mutually respectful relationship for the benefit and safety of the people involved and the future of our planet.

1. HUMAN RIGHTS & LABOUR PRACTICES

Dynamic is committed to respecting human rights and will refrain from any activity, or entering into relations with any entity, which supports, solicits or encourages others to abuse human rights. We expect our suppliers to comply with the fundamental principles relating to the human rights, dignity and labour rights of their employees, as set out in the Universal Declaration of Human Rights, the standards of the International Labour Organisation (ILO), OECD directives and the Principles of the UN Global Compact.

1.1 Forced Labour

Our suppliers undertake not to use any form of forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise, or permit the trafficking in persons for the purposes of forced labour. All work must be voluntary and employees must be free to leave their jobs or terminate their employment with reasonable notice. Our suppliers must not require employees to leave a security deposit, identity papers, passport or work permit when employed. Suppliers may not require workers to work to repay a debt owed to them or to a third party. Our suppliers must comply with all applicable anti-slavery and human trafficking laws, statutes, and regulations.

1.2 Child Labour

Our suppliers must only hire workers who meet the applicable minimum legal age requirements in the country where they are working, are at least 16 years old, and are over the age for completion of compulsory education. Our suppliers can only employ young people (aged 16 to 18) through specific and supervised education or training programmes (e.g. internships or apprenticeships). Where child labour risk exists in their supply chains, our suppliers should take appropriate steps to address this.

1.3 Discrimination

Our suppliers must treat all employees equally and fairly. Our suppliers must not engage in any form of discrimination in terms of recruitment, access to training, promotion or dismissal based on personal characteristics such as race, national origin, sex, religion, age, disability, marital status, parental status, association membership, sexual orientation, gender reassignment, or political opinion. Additionally, suppliers must implement effective measures to protect migrant employees against any form of discrimination and to provide appropriate support services that reflect their special status.

1.4 Illegal, unregistered and unreported work

Our suppliers must comply with all relevant local regulations regarding the prevention of illegal, unregistered and unreported work.

1.5 Wages & Benefits

Our suppliers must meet all legal requirements relating to wages and benefits. Wages must equal or exceed the minimum wage required by law or the prevailing industry wage, whichever is higher. In addition to compensation for regular working hours, employees must be compensated for overtime hours at the rate legally required in that country or, in those

countries where such laws do not exist, at a rate exceeding the regular hourly compensation rate. No wage deductions must be made for disciplinary reasons.

1.6 Working Hours & Days Off

Our suppliers must comply with all relevant laws and regulations with regard to working hours and overtime, as well as regarding breaks, time off, holidays, and maternity/paternity leave. Employees must not be required, except in extraordinary circumstances, to work more than sixty (60) hours per week including overtime or the local legal requirement, whichever is lesser. Employees must be allowed at least twenty four (24) consecutive hours rest within every seven-day period, and must receive paid annual leave. Our suppliers should operate a clear system for recording working hours and overtime, so that compliance with these requirements can be monitored and verified.

1.7 Right to Freedom of Association & Collective Bargaining

Our suppliers must recognise and respect the right of employees to join and organise associations of their own choosing and to bargain collectively, in accordance with all applicable laws and regulations in the countries in which they operate. Our suppliers should operate a clear system for resolving industrial disputes, including employee grievances.

1.8 Disciplinary Practices

Our suppliers must not subject employees to any physical punishment, moral or physical coercion or other forms of abuse or harassment, or to fines or penalties as a disciplinary measure. Our suppliers should operate a clear disciplinary procedure, in line with all relevant laws and regulations.

1.9 Equality, Diversity & Inclusion

Our suppliers must oppose and avoid all forms of unlawful discrimination. Our suppliers must treat everyone with dignity and respect and foster an environment in which everyone feels welcomed and valued. As a supporter of social inclusion through work, Dynamic encourages its suppliers to employ disadvantaged people (disability, reintegration, etc.) or use companies employing disadvantaged people.

2. THE ENVIRONMENT

Dynamic is committed to protecting the environment and to continually improving our environmental performance and results, reviewing them on a regular basis. We ask our suppliers to share this commitment, to comply with existing local and international environmental regulations and also to strive for progressive improvement in environmental performance in their own operations. This includes: integrating principles of sustainability into business decisions; responsible use of natural resources; adoption of cleaner production and pollution prevention measures; and designing and developing products, materials and technologies according to the principles of sustainability. Our suppliers should also require the same of their partners, suppliers and subcontractors.

2.1 Environmental Policy, Communication And Training

Our suppliers must have an environmental policy, which is communicated to all appropriate parties, including its own suppliers. Suppliers should provide training and information about environmental risks and controls to all relevant employees. These shall be given in a format and language that employees can easily understand.

2.2 Environmental Management Systems

Our suppliers must ensure they have all the relevant environmental permits to operate legally in the relevant jurisdiction and, where it is practicable and possible, have a written environmental management policy and objectives outlining how they monitor and minimise all their environmental impacts.

2.3 Waste Management & Reduction

Our suppliers must make every effort to minimise the production of waste and take responsibility for ensuring it is disposed of with the least environmental impact. They should promote the reuse and recycling of materials and avoid sending waste to landfill. Our suppliers should encourage the use of recycled materials in their products and installations, and packaging materials should be minimised wherever possible.

2.4 Hazardous Substances

All applicable laws and regulations relating to hazardous materials, substances and chemicals must be strictly complied with. Our suppliers must list hazardous materials, substances and chemicals they plan to use, and ensure safe handling, movement, storage, recycling, reuse and disposal thereof. Our suppliers must have detailed knowledge of the toxicity – for humans and the environment – of the substances they use and implement actions to reduce and eliminate their use.

2.5 Eco-innovation

Our ability and the ability of our suppliers to deliver low-impact designs, materials and processes is critical to achieving our environmental objectives. Dynamic asks its suppliers to be proactive in proposing materials, processes, technologies and services that will improve the lifecycle of the end product, and to consider modular design principles wherever possible.

2.6 Transportation of goods and materials

Our suppliers should consider the environmental impact of the transportation of goods and materials and take steps to choose routes and carriers that will minimise the carbon footprint wherever possible. They should be prepared to share information with Dynamic that will enable the carbon footprint of transportation to be calculated, i.e. shipment weight, distance, and type of vehicle.

2.7 Endangered Species

Our suppliers shall fully comply with special international and local regulations, regarding the procurement, import, usage and export of raw materials sourced from endangered or protected species, and in particular with the Convention on International Trade of Endangered Species (CITES).

2.8 Forest Products

Our suppliers should ensure that all wood supplied to Dynamic in all forms, including paper, packaging and other timber-based products, is sourced in a responsible manner from sustainable forests and carries an internationally recognised forestry certified wood mark e.g. Forestry Stewardship Council (FSC) or a programme for the endorsement of forestry certified (PEFC) wood.

2.9 Air Emissions

Our suppliers should ensure compliance of air emissions from their operations with relevant legal requirements, including obtaining the necessary permits and demonstrating compliance with those permits where appropriate.

2.10 Water and Wastewater

Our suppliers should obtain the necessary permits and demonstrate compliance with those permits where appropriate in relation to water usage. Where relevant, they should have appropriate measures in place to minimise water consumption, and operate appropriate pollution prevention with regards to wastewater effluent streams.

2.11 Energy Usage and Greenhouse Gas (GHG) Emissions

Our suppliers should understand their energy consumption and take steps to reduce the quantity of energy consumed and the Greenhouse Gases (GHG) emitted from their operations, where feasible.

3. LEGAL REQUIREMENTS & ETHICS

Dynamic expects all of its suppliers to comply with all applicable international, national and regional laws, statutes and regulations. We are committed to the highest standards of business integrity and we expect our suppliers to adopt the same high standards. We expect that our suppliers will not tolerate any practice that is inconsistent with the principles of honesty, integrity and fairness.

3.1 Anti-Bribery & Corruption

Our suppliers must ensure that they have adequate procedures in place to prevent bribery or corruption in all commercial dealings undertaken by them. We expect that any actual or suspected incident of corruption, including; bribery, facilitation, fraud, money laundering or theft, which affects Dynamic or its clients will be reported to Dynamic with appropriate details of the circumstances, action taken, and timescale. Under no circumstances should any invitations or gifts should be given to Dynamic or its clients in order to gain any form of undue influence or advantage.

3.2 Conflicts of Interest

Our suppliers must seek to avoid all actual, potential and perceived conflicts of interest and must make Dynamic aware if any actual, potential or perceived conflict of interest arises, as soon as it is discovered.

3.3 Information Security & Data Protection

Our suppliers must be compliant with all applicable local data protection laws and related data protection principles (such as the GDPR or Data Protection Act 2018) where they receive or process personal data on behalf of Dynamic.

3.4 Intellectual Property and Confidentiality

Our suppliers must sign our Non-Disclosure Agreement before undertaking any work with Dynamic and, in line with this, must respect Dynamic's intellectual property rights, ensuring project information is transferred in a way that protects intellectual property rights and ensures client and supplier information is safeguarded.

3.5 Transparency of Information

If requested, our suppliers must provide clear and honest information about their production methods, resources and materials used, production sites, use of subcontracting, and any other relevant features of products or services provided to Dynamic.

3.6 Commercial and Moral Principles

Our suppliers should behave loyally in the name of Dynamic's interests and should refrain from any act of denigration. Suppliers should demonstrate rigor, precision and honesty when issuing any accounting document (e.g. quote, Purchase Order, invoice) and ensure the existence of supporting documents during settlements. Our suppliers should only take commitments that can be met and should respect these commitments.

3.7 Anti-trust

Our suppliers should always act in compliance with anti-trust regulations. Suppliers must not seek to make use of membership of trade organisations to obtain or exchange commercially sensitive information in contradiction to competition laws and regulations.

3.8 Grievance Procedure & Whistleblowing

Our suppliers must have proper grievance and whistleblowing measures in place, which allow employees to report actual or suspected misconduct without fear of reprisal. These measures should be clearly communicated to their employees.

3.9 Economic Sanctions

Our suppliers must comply with all relevant economic sanctions, laws and regulations and must not engage in any transaction with any sanctioned party or country, or use any other party to carry out activities that could not be lawfully performed directly due to economic sanctions.

3.10 Fair Competition

Our suppliers must not fix prices or rig bids with their competitors. They must not exchange current, recent, or future pricing information with competitors.

4. HEALTH & SAFETY

Dynamic is committed to the highest standards of health and safety; nothing is more important than the well-being of everyone who works for or with us. We expect all our suppliers to implement sound health and safety practices across their business operations. Dynamic commits to providing contractors with suitable and sufficient information, including information on any site-specific hazards or restrictions, first aid and emergency arrangements, welfare facilities, safe access and egress, and any personal protective equipment (PPE) requirements. Dynamic's Pre-Start Health & Safety Checklist and/or full Contractor H&S policy will be issued in advance of relevant works and can also be provided upon request.

4.1 Compliance with Laws and Regulations

Our suppliers must comply with all applicable local laws, regulations, and industry standards related to health and safety. This includes compliance with environmental regulations, occupational health and safety laws, and product safety requirements.

4.2 Insurance

Our suppliers must provide evidence of adequate current Employers Liability Insurance and Public and Products Liability insurance. The amount of indemnity required will depend upon the nature of the project.

4.3 Risk Assessment and Management

Our suppliers must conduct regular risk assessments to identify and mitigate health and safety risks associated with their products and services. In particular we expect our suppliers to produce task-specific Risk Assessment Method Statements (RAMS) and risk control standards should be in place for the following, as well as specific training where necessary:

- site security & public protection
- work at height (including scaffolding, scissor lifts, ladders, etc.)
- manual handling
- fire safety
- emergency procedure
- contact with electricity
- noise
- hazardous substances (including asbestos)
- housekeeping
- permits to work
- PPE
- first aid
- plant & equipment
- welfare facilities
- excavations
- temporary works
- lone working
- drugs & alcohol
- Covid-19

The risk assessment should cover the entire supply chain, from raw materials to finished products, where this is relevant.

Risk assessments must consider the following as a minimum:

- Description of the work to be undertaken.
- Foreseeable hazards associated with the work.
- Who could be harmed by the hazard and how they could be harmed.
- The risk controls that will be used to either eliminate the hazards or reduce the risk of harm from them to a reasonably practicable level.
- An evaluation of the level of risk.
- Any additional controls needed to further reduce the risk, together with a timescale for implementation.

4.4 Working Environment

Our suppliers must provide safe and healthy working conditions for all employees in accordance with applicable law and other relevant industry standards, including, but not limited to, protection against fire, accidents, toxic substances, and occupational illness. Suppliers must provide a clean and sanitary infrastructure, including access to toilets and potable water, which meets the needs of its employees and is adequate for its employee numbers. Where accommodation is provided by the supplier, it must be clean, safe, meet the basic needs of the employees and satisfy the same requirements, including the general provisions on health and safety.

4.5 Training and Consultation

Our suppliers must provide employees with the necessary health and safety training, and ensure that such training is repeated for new or reassigned employees. All persons working in the supplier's premises must receive regular training on how to deal with fires or other emergencies and provide medical care. Our suppliers must inform employees about hazardous materials and implement systems and training programmes regarding potential risks to ensure their safety. Suppliers must develop and maintain effective systems for informing and consulting employees on relevant health and safety matters (including for site-specific activities) and keep accurate records of accidents, injuries and known exposure to health and safety risks at work according to local legislation.

4.6 Employee protective equipment

Our suppliers must implement protective systems and provide employees with appropriate free personal protective equipment to prevent exposure to chemical, biological and physical hazards in the workplace.

4.7 Reporting and Transparency

Our suppliers must report any health and safety incidents or concerns promptly to us. They must also be transparent about their health and safety practices and provide us with regular updates on their performance in this area.

4.8 Continuous improvement

Our suppliers must continuously strive to improve their health and safety practices. This includes seeking out new technologies and best practices to reduce risks and improve the safety of their products and services.

COMPLIANCE

By agreeing to the Dynamic Supplier Code of Conduct, the supplier confirms it has read and understood Dynamic's requirements, and undertakes to comply with them. When you work with us, we expect you to demand these same standards of your partners, subcontractors, consultants and suppliers. Compliance with this code may be monitored by Dynamic through routine and ad hoc supplier reviews as well as requests for information and site inspections. The supplier also acknowledges that it is aware that Dynamic reserves the right to suspend or terminate any relationship with a supplier for breach of the requirements of this Code of Conduct.