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1. Introduction

1.1 Our Commitment

As an Institute of Higher Learning focused on social sciences and the advancement of social good, sustainability and ESG responsibility are integral to our mission, and we are committed to promoting sustainable practices, addressing sustainability challenges, and embedding sustainability considerations in key aspects of our operations - from teaching and research to community outreach.

1.2 Role of SUSS Suppliers

Our suppliers play an indispensable role in our operations and are crucial partners in how we deliver value to our stakeholders. We seek to work with suppliers who share our values and commitment to responsible business practices, ensuring that our collective actions bring about a greener planet and uphold respect for fundamental human rights.

1.3 Purpose of the Code

This Supplier Code of Conduct outlines SUSS's minimum expectations of our suppliers in the areas of environmental, social and governance aspects of their business. Our suppliers are responsible for communicating the principles in this Code throughout their own supply chain and ensuring compliance.

2. Implementation

2.1 Commitment to the Code

2.2 Our suppliers are required to acknowledge and commit to the adherence of this Code prior to bidding for our tenders. We reserve the right to assess our suppliers' compliance through a combination of audits, self-assessments, and documentation reviews. Suppliers should endeavour to address any gaps by establishing and implementing a time-bound improvement plan in consultation with SUSS. In the event of any violations of the Code, we reserve the right to take actions including but not limited to termination of contracts or debarment.

3. Environmental Responsibility

3.1 Regulatory Compliance and Standards

Suppliers must comply with all existing regulations with regards to the protection of the environment throughout its operations and, where relevant and feasible, work towards recognised environmental management standards, such as ISO 14001. Suppliers are encouraged to actively pursue sustainable sourcing by prioritising recycled or

renewable raw materials, minimising non-recyclable packaging, and adopting energy- and water-efficient manufacturing processes.

3.2 Circular Economy Practices

Suppliers are encouraged to implement circular economy practices throughout the product lifecycle (from manufacturing and operation to transportation and maintenance), such as designing for product longevity, facilitating product reuse, recycling (including take-back schemes) and incorporating waste materials back into their production cycles. They should identify, manage and reduce greenhouse gas emissions throughout the product lifecycle, including the adoption of green technologies and transition to renewable energy use.

3.3 Environmental Reporting

SUSS may request, and Suppliers shall provide, evidence that they have implemented or are in the process of implementing an environmental programme leading to the reduction of greenhouse gas emissions, energy use, water use, and waste generation. In the absence of such evidence, Suppliers shall provide a statement stating their position with regards to the environment.

4. Social Responsibility

4.1 Employee Welfare

An organisation's social responsibility is to operate in a manner that respects and promotes the well-being of its employees, contractors, subcontractors, the community, and the broader society. Social responsibility is an essential component of our mission. Suppliers shall ensure that all of its employees:

- a) are employed in adherence to all applicable laws and standards concerning recruitment and employment practices, including but not limited to minimum wage, minimum age, working hours, and employment benefits;
- b) are treated with dignity and respect and not subject to any form of modern slavery or any threat of violence, abuse or coercion physically, verbally or psychologically of any kind;
- c) are provided with a safe and healthy working, and if applicable living, environment and be supplied with the necessary personal protective equipment and training appropriate to their nature of work;
- d) are not subject to discrimination based on but not limited to race, gender, political and religious beliefs, sexual orientation, marital status, age, disability, and are rewarded based on merits on the job; and
- e) have the right to associate themselves with unions or associations of collective bargaining.

4.2 Diversity and Inclusion

Suppliers are encouraged to promote diversity and inclusivity in their recruitment and human resource processes.

4.3 Community Engagement

Suppliers are also encouraged to actively engage in community outreach and social impact initiatives to contribute to the well-being and development of the communities in which they operate.

4.4 Conflict Minerals

Suppliers are to comply with applicable conflict minerals regulations, which includes responsible sourcing of all raw materials and the forbiddance usage of metals from conflict areas per OECD Due Diligence Guidance.

5. Governance

5.1 Compliance with all applicable laws and regulations

Suppliers must conduct their business in strict compliance with all applicable laws and regulations of the countries in which they conduct their business and for goods and services being provided to SUSS. They must adhere to the highest standard of moral and ethical conduct and not be engaged in any form of corrupt practices, including extortion, fraud or bribery.

5.2 Anti-Fraud

Suppliers must also accurately maintain their financial, business, and sustainability records in accordance with the applicable laws, as well as generally accepted accounting and reporting principles. Altering or falsifying records, misappropriation of resources and knowingly providing false information for any transaction with SUSS will not be condoned.

5.3 Fair competition

All business activities and commercial decisions that restrict or are deemed to restrict competition are strictly prohibited, including acts of collusion, cartelisation, and price-fixing. Fair competition must be practiced in accordance with local antitrust and competition laws.

5.4 Anti-corruption

Suppliers must conduct their business with integrity, transparency and honesty. Corrupt practices such as bribery, extortion or embezzlement are not tolerated. Suppliers are not to offer, pay, solicit or receive any form of bribes or benefits to advance business dealings.

5.5 Conflicts of Interest

Suppliers must disclose any actual or potential conflicts of interest to SUSS and avoid such situations which may include but are not limited to giving or offering to give any person any gifts, inducement or reward that may influence business decisions or create the appearance of influence, whether or not such an action constitutes a legal offence.

5.6 Intellectual Property Rights

Suppliers shall also not engage in any activities that infringe the intellectual property rights of SUSS or any third party unless written consent/authorisation has been obtained from the authorised representative(s).

5.7 Data Protection and Privacy

Suppliers must preserve the data privacy and security of SUSS's stakeholders in accordance with all applicable data protection laws to the strictest standards. Any breaches must be reported immediately to the SUSS Data Protection Officer at DPO@suss.edu.sg.

6. Supplier Management

6.1 Performance Reporting

Suppliers are expected to report their ESG performance (including carbon emissions) and those of their sub-contractors to their stakeholders in accordance with the applicable regulatory requirements. Suppliers are encouraged to adopt best practice reporting standards and incorporate ESG progress tracking and management as part of their business operations, which can be provided to SUSS upon request.

6.2 Supply Chain Engagement

Suppliers are expected to influence and engage with their own suppliers and supply chain to achieve the objectives outlined in this SCC.

6.3 Monitoring and Evaluation

Suppliers must provide to the best of their abilities honest and transparent responses to SUSS's request for information on their sustainability practices and progress. SUSS may conduct onsite evaluations and inspections of its suppliers' facilities and those of their subcontractors to review their compliance with this SCC.

6.4 Reporting of Concerns

Feedback and concerns about potential or actual violations of this Code are welcomed. There shall be no retaliation against persons making such reports in good faith.

To report a concern, you may make use of the channels listed on <https://www.suss.edu.sg/whistleblowing>. All reports will be dealt with utmost confidentiality.

6.5 Other Enquiries

We encourage open communications and collaboration between us and our suppliers. Should you have any questions about this SCC, please reach out to procurement@suss.edu.sg.