

## **Singapore Airlines Suppliers' Code of Conduct**

### **1 Compliance with Laws and Regulations**

- *Accounting practices*
- *Competition compliance*
- *Intellectual property*
- *Disclosure*

Suppliers' business operations, as well as all products and services supplied to Singapore Airlines Limited ("Singapore Airlines"), must fully comply with the laws and regulations of the countries where suppliers' operations are based as well as where goods and services are provided to Singapore Airlines.

All financial and business records must be accurately maintained in accordance with applicable laws and regulations, as well as generally accepted accounting principles.

Fair competition must be practiced in accordance with local laws and activity that restricts competition must be avoided. Commercial decisions, including prices, terms of sale, division of markets and allocation of customers, must be made independent of understandings or agreements with competitors.

### **2) Ethics and Conflict of Interest**

- *Anti-corruption*
- *Financial integrity*
- *Confidentiality*
- *Relationship of business partners with company*

Business dealings must be handled with integrity, transparency and honesty. No form of fraud, corruption, bribery, extortion or other behaviour involving improper benefits will be tolerated. Any situation that has actual, perceived or potential conflict of interest must be disclosed to Singapore Airlines.

Any information used in the business relationship with Singapore Airlines that is non-public and proprietary must be protected against loss and infringement. Any form of disclosure or use other than for officially stated purposes must first be authorised by Singapore Airlines.

Any form of relationship with a competitor, distributor, supplier, travel agency or any other entity with which Singapore Airlines has a business relationship must not interfere with the provision of products and services to Singapore Airlines and should demonstrate high standards of ethical business behaviour.

### **3) Safety and quality**

- *Health and safety*
- *Quality of products and services*

Health and safety protection policies and management systems must be in place by suppliers to provide a secure working environment. They must be designed to promote the general health of employees and reduce work-related injury and illness. For example, protective equipment and tools must be provided and replaced/ maintained regularly.

The safety of all products and services must be ensured through appropriate policies, implementation and monitoring.

Policies and management systems must be developed to ensure that the quality of all products and services are as specified in the supply agreement.

**4) Environment**

- *Compliance with laws and regulations*
- *Engagement in environmental management processes*

Local environmental laws and practices such as those pertaining to waste disposal, air emissions and pollution must be complied with. Suppliers must endeavour to minimise the impact of their operations on the environment.

Environmental management is a key parameter that Singapore Airlines looks at when selecting its suppliers.

**5) Labour Standards**

- *Equal opportunity*
- *Non-discrimination*
- *Minimum age/child labour/forced labour*
- *Working hours*
- *Wage standards*

Employees must not be subjected to discrimination based on race, national origin, ethnicity, religion, gender, age, marital status, sexual orientation, disability or any other reason.

- All employees must meet the local legal minimum labour age.
- Forced, coerced, bonded, indentured, involuntary prison labour or otherwise must not be used.
- Employee working hours, including considerations for voluntary overtime work, and the granting of leave of any form, must be in accordance with applicable local and/or national laws.
- Salaries must not be less than standards specified by local laws.

**6) Subcontractors and other service providers**

- *Compliance with Code of Conduct*
- *On-time payment*

Subcontractors and service providers must also adhere to the principles set out in this Code of Conduct. Subcontractors and service providers must be paid accurately and promptly.

**7) Communication, Documentation and Inspection**

- *Employee awareness of Code of Conduct*
- *Language translation*

Employees must understand the requirements of this Code of Conduct, which must be made available in the local language where necessary.

**This Code of Conduct does not create any binding obligations on Singapore Airlines.**

**I have read, understand, and agree to comply with the above Suppliers' Code of Conduct.**

\_\_\_\_\_

Name & Designation

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Company Stamp