

## VENDOR SUSTAINABILITY POLICY

Guided by our corporate values, Institutional Shareholder Services Inc. (“ISS”) is committed to conducting our business in a legal, ethical and responsible manner, as well as to minimizing the social, environmental and ethical impact of our supply chain. We believe that acting responsibly depends not only on the action of our company and our own employees but also upon our vendors whom we expect to share our commitment to ethical business practices. We promote sustainable business practices with our vendors by advocating for stewardship of the environment, fair labor practices, the protection of human rights, and business ethics. We expect our vendors to comply with all applicable laws and regulations in which they operate as well as the principles set forth in this policy. In addition to promoting alignment of their business practices with the UN Global Compact principles.

### Scope and responsibilities

This policy sets out the expectations that ISS has of its suppliers and contractors globally (referred to as “vendors”).

The policy is developed by the CR Team with the support of key departments such as Procurement and Legal and reviewed on annual basis by the CR council consisting of various members of the ISS Leadership team as well as the Global CR Manager who leads the CR Team.

### Labor and Human Rights

At ISS, we respect diversity and develop a culture of equal opportunities and inclusion that values collaboration, integrity, and flexibility. We ensure and promote a work environment that is safe, healthy, respectful, and non-discriminatory and expect the same from our vendors. We expect our vendors to ensure that their working conditions meet the standards of the ILO Declaration on Fundamental Principles and Rights at Work and the Universal Declaration of Human Rights, and to pursue the following principles:

- **Child Labor:** Vendors will not use or employ child labor that is not in accordance with the ILO Minimum Age Convention and the ILO Worst Forms of Child Labor Convention.
- **Forced Labor:** Vendors will not use any forced, compulsory or involuntary labor which includes slavery, human trafficking, forced contract, and any other forms of work that are done against worker's will or choice. Workers shall be able to terminate their contract after giving reasonable notice.
- **Freedom of Association:** Vendors will respect their employees’ right to organize themselves and negotiate collective wage agreements and establish means to facilitate freedom of association and collective bargaining in situations where they are restricted under law.

- Non-discrimination: Vendors will not discriminate on the basis of race, skin color, religion, age, sexual orientation, disability, nationality, social or ethnic origin, gender, gender identity, height, weight, marital status, membership of trade unions, or political beliefs in its recruitment or employment practices; such as job assignment, promotion, remuneration, training, and benefits.
- Harassment and abusive behavior: Vendors will foster a culture and workplace that does not tolerate harassment, including sexual harassment, intimidation, mental and physical abuse, or retaliation for reporting harassment.
- Health and Safety: Vendors will provide a safe and healthy working environment and take necessary precautions to prevent accidents and injury. These include but are not limited to proper health and safety training, adequate fire safety measures, and the reduction of hazards.
- Wages, Benefits, and Working Hours: Vendors will ensure that working hours, rest periods, and wages are in accordance with local regulations and sector practice. Workers shall be provided with written information on their pay and wage deductions shall not be permitted as a disciplinary measure.

## Environment

ISS recognizes a shared responsibility to improve sustainability beyond our products and services, as we aim to minimize the environmental impact throughout our operations and expect the same from our vendors.

They should be able to demonstrate:

- A documented commitment to address environmental considerations.
- The identification and monitoring of significant environmental risks and impacts inherent in their production, service, or sourcing activities.
- The implementation of targets, measures, and processes to mitigate or minimize environmental impact, including use of energy, greenhouse gas emissions, water, biodiversity, waste, hazardous materials, and other natural resources.
- The ability to monitor and audit environmental performance.

## Business Integrity

At ISS we live up to our values of Integrity, Collaboration, Empowerment, Flexibility, Diversity, and Clients. Our business practices are guided by our Code of Conduct and ensure that we comply with the highest standards of integrity with regard to bribery, corruption, conflicts of interest, antitrust, information and data security, and whistleblowing procedures, and expect the same from our vendors.



## Vendor Engagement and Compliance

We will work to identify and map the exposure across our vendors to labor rights, human rights, and environmental risks and implement compliance measures according to a risk framework that we develop (which may include an assessment of the risk profile of individual vendors). ISS reserves the right to assess a vendor's compliance with the expectations outlined in this policy and the accuracy of the information given by the vendor. ISS also reserves the right to terminate or alter business relationships, in case vendors are not willing or able to implement requested improvements to align with this policy.

*This Policy was first approved by ISS' CR Council, to be effective in 2020. This Policy was firstly reviewed and further amended effective on October 11, 2022. This Policy was secondly reviewed and further amended effective on July 10, 2023.*