



UBP SUPPLIER CODE OF CONDUCT / SUPPLIER PRINCIPLES

UBP aims to apply the strictest principles of business responsibility, professional excellence and commitment to sustainability, all of which contribute to the Bank's dedication to the highest levels of client service and to a respectful approach to the environment. UBP has made sustainability a key priority and is determined to enhance its social and environmental footprint. To this end, the cooperation of UBP's suppliers is crucial. This Supplier Code of Conduct ("the Code") provides guidelines for ethical behaviour based on UBP's core values and applicable laws and regulations; every supplier providing goods and/or services to UBP is expected to honour and comply with the Code and to ensure that their subcontractors involved in providing goods and/or services to UBP honour and comply with it as well.

We expect suppliers to have policies, processes and control systems to implement and enforce these principles within their business operations.

1. Business responsibility & ethics

Ethical business conduct

As they provide goods and services to UBP, UBP's suppliers are expected to uphold the highest of ethical standards and engage openly and in good faith with UBP.

Compliance with laws and regulations

Suppliers shall comply with all applicable laws and regulations in the countries and jurisdictions in which UBP suppliers operate and provide goods and/or services to the Bank.

Prevention of illicit activity

UBP is committed to fighting money laundering, corruption, bribery and illegal financing. The Bank therefore expects suppliers to safeguard their business operations from any illicit activity and to comply with all applicable money-laundering laws.

Gifts

UBP employees are not permitted to accept gifts or entertainment from suppliers or potential suppliers. These should not offer gifts to UBP's employees, with the exception of customary low-value gifts for certain occasions, such as Christmas.

Conflicts of interest

Different situations may lead to conflicts of interest and UBP suppliers are expected to notify the Bank of these. They shall avoid dealing with UBP employees who have an actual or perceived conflict of interest, i.e. when UBP employees' personal interests or activities in relation to the supplier could interfere with their responsibilities. Any concerns in this regard must be swiftly and appropriately raised with UBP management.

Transparency

UBP's relationship with its stakeholders, clients, employees and business partners, as well as with authorities and the general public, is based on transparency, fairness, and professionalism. Suppliers are expected to honour these core values, industry best practices, along with legal and regulatory requirements. UBP provides suppliers with pertinent information in a timely, correct and clear manner.

2. Labour standards

UBP suppliers shall not employ underage individuals. Salaries/benefits must comply with applicable laws.

UBP suppliers are expected to ensure safe and healthy working conditions for their employees, suppliers and visitors.

UBP suppliers shall provide equal employment and advancement opportunities, regardless of the race/ethnicity, gender, national origin, age, disability, sexual orientation or religion of their employees.

UBP encourages suppliers to have a gender equality strategy or policy that addresses non-discrimination, equal pay for equal work, and health and safety for all their workers.

3. Commitment to sustainability

UBP is dedicated to continuously improving its environmental footprint and resource efficiency within its sphere of influence, whether in business or in society. The Bank actively promotes sustainable development, environmental protection and the creation of greater opportunities within and by the industry for a positive environmental impact. The Bank also actively uses and promotes environmentally friendly alternatives in its operations, such as the use of renewable energy, reducing its resource consumption, and recycling.

UBP suppliers shall seek to optimise the use of resources, materials and utilities, and minimise waste, wastewater and carbon emissions. Suppliers shall have policies and management systems in place that ensure that environmental, and health & safety hazards and risks are identified, assessed, and are then either eliminated or appropriately managed.



4. Becoming a UBP supplier

Supplier selection

A competitive bidding process managed by UBP's Procurement department is the standard and recommended approach to select suppliers to the Bank. The supplier selection process includes due diligence that will vary depending on the criticality of the service/product to be purchased. UBP expects suppliers to follow and participate in good faith in any competitive bidding.

Supplier engagement, ordering and invoicing

Commitments with suppliers are confirmed with a purchase order in UBP's "procure-to-pay" system (Coupa) and, in some cases where the nature of the purchase requires more stringent terms and conditions to manage risk or other aspects, such as intellectual property, liability or a specific service level agreement, a contract. **No product or service shall be delivered to UBP before a purchase order or contract is in place.**

As part of UBP's ongoing efforts to automate its procure-to-pay processes to improve efficiency, deliver on-time invoice payments and reduce paper usage, UBP expects suppliers to comply with the following ordering and invoicing rules:

- An electronic and valid purchase order (PO) is required before starting to render any services or deliver any goods to UBP.
- Any invoice shall contain a valid PO reference.
- Invoices should be delivered digitally.

Project references and marketing

Suppliers are not entitled to name UBP as one of their customers or to include UBP in its references list without having obtained UBP's prior approval. Furthermore, references to UBP, along with the use of the UBP brands and logos for marketing purposes or in other contexts, shall be subject to UBP's prior approval.
