

## SUPPLIER CODE OF CONDUCT

### Contents

1. COMPANY PROFILE.....	2
2. INTRODUCTION .....	2
3. BUILD TRUST AND CREDIBILITY .....	3
4. RESPECT IN THE WORKPLACE.....	3
5. PROMOTING EQUALITY AND DIVERSITY .....	3
6. OPEN AND HONEST COMMUNICATION.....	3
7. HARASSMENT AND BULLYING.....	4
8. ACTING WITH INTEGRITY.....	4
8.1 CONFLICT OF INTEREST .....	4
8.1 INFORMATION AND CONFIDENTIALITY.....	4
8.3 ENTERTAINMENT OR GIFTS.....	5
9. COMPLIANCE WITH LAW, RULES, AND REGULATIONS .....	5
10. QUALITY.....	5
11. HEALTH AND SAFETY .....	5
12. ENVIRONMENTAL SUSTAINABILITY.....	6
13. HUMAN RIGHTS AND SOCIAL SUSTAINABILITY .....	6
14. DATA PRIVACY & CYBER SECURITY.....	6
15. REPORTING VIOLATIONS OF THE CODE OF CONDUCT.....	6
15.1 WE ENCOURAGE YOU TO SPEAK UP.....	6
15.2 COMPLIANCE WITH THE CODE OF CONDUCT .....	7
15.3 ACCURATE AND HONEST RECORDING .....	7
16. MONITORING & EVALUATION OF THE COMPLIANCE .....	7
17. REFERENCES.....	7

## 1. COMPANY PROFILE

AB Securitas (Private) Limited was formed to focus and cater to the different aspects and demands of security Industry and today it is a leading private security company in Sri Lanka. The Company commenced operations in Year 1994 and at present provides Static Security, Cash In-Transit, Cash Management, Cash Warehousing, Payroll Management, ATM Management, Canine Security Services, Security Seals, GPS based Vehicle Tracking Solutions, Maritime security and Investigations to a large number of Private and Government Organizations. AB Securitas has its presence covering the entire island with Regional Offices in Anuradhapura, Matara & Kandy.

AB Securitas is the market leader in Sri Lankan Security Industry and is the first Sri Lankan Security Company to obtain ISO 9001 and ISO 45001 Certifications. which is a clear indication of Company's commitment and concern over the service quality and health and safety of its valuable employees and other stake holders.

The Company is an active founding member of SLASSPA (Sri Lanka Security Services Provider's Association) since year 2005 and an active member of the Industrial Security Foundation (ISF) since year 2009.

## 2. INTRODUCTION

AB Securitas (Pvt) Limited is committed to conduct its business in sustainable, ethical, legal, and socially responsible manner. The Company expects its preferred suppliers to oblige with similar standards and therefore, has established this Supplier Code of Conduct. All preferred suppliers and sub-contractors shall make best effort to comply with this Supplier code of conduct and duplicate these principles further down in the supply chain.

AB Securitas (Pvt) Limited reserves the right to consider these compliances at the supplier selection and evaluation process. Also, the company reserves the right to independently assess any of its suppliers and sub-contractors to ensure that the requirements set out in this supplier code of conduct is in place. For any non-compliances identified at such audits are to be treated with effective corrective action plan within an agreed time frame and the effectiveness of the action plan must be presented to Quality Assurance department of AB Securitas (Pvt) Limited.

## 3. BUILD TRUST AND CREDIBILITY

Our employees, customers, suppliers, and shareholders have placed their trust in us, and we have earned their trust in order to successfully conduct our business. We expect our suppliers to gain credibility by adhering to our respective commitments, work with honesty and integrity, and achieve company goals through honourable conduct. The suppliers must uphold the Values of AB Securitas and ensure that aligned to statutory regulations and policies and procedure of the company.

AB Securitas as a responsible corporate citizen, expects its suppliers to conform to the confidence that all stakeholders have bestowed on us considering our reputation as a law-abiding corporate citizen. You must ensure that you respect all human rights both within the company and external partners, as well as the interests of your employees.

## 4. RESPECT IN THE WORKPLACE

AB Securitas believes that we all deserve to work in an environment where we are treated with dignity and respect. Our suppliers shall be committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to the success of our business.

## 5. PROMOTING EQUALITY AND DIVERSITY

AB Securitas is an equal opportunity employer, and we require our suppliers to commit to providing a workplace that is free of discrimination of all types, and from abusive, offensive, or harassing behaviour. Respect and celebrate each other's differences and value what makes each of us unique. Must treat colleagues as we expect to be treated and respect their characteristics and opinions.

Must not allow race, skin colour, gender, age, disability, sexual orientation, class, religion, politics, or any other characteristic protected by law to influence our judgement when it comes to the recruitment, development, advancement, or retirement of any employee.

## 6. OPEN AND HONEST COMMUNICATION

At our supplier's place, everyone should feel comfortable enough to speak his or her mind, particularly with respect to any concerns related to ethics. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

In every instance where improper behaviour is found to have occurred, the company should have taken appropriate action.

## 7. HARASSMENT AND BULLYING

All aspects of harassments and workplace bullying is completely unacceptable. We expect our supplier to show the commitment to removing any such actions or attitudes from the workplace. Harassment and bullying include, but is not limited to, any form of sexual, verbal, non-verbal and physical behaviour, which is abusive, humiliating or intimidating.

## 8. ACTING WITH INTEGRITY

### 8.1 CONFLICT OF INTEREST

All suppliers are expected to avoid conflict of personal activities or financial interests, with their responsibilities to AB Securitas. Suppliers should avoid any relationship or activity that might impair, or even appear to impair, when supplying to AB Securitas. We should not lead ourselves into situations where the business actions we take on behalf of AB Securitas may conflict with our own personal or family interests. Suppliers must never use company property or information for personal gain or personally take for ourselves through misuse of our positions.

### 8.2 INFORMATION AND CONFIDENTIALITY

Confidential information consists of any communication that is completely private or not yet publicised information. Suppliers of AB Securitas should not use or share company information and assets for non-company business or activities unless required by law or authorised by the management.

This obligation continues beyond the termination of supplier agreements/ contracts. Furthermore, suppliers must use their best efforts to avoid unintentional disclosure by applying special care when storing or transmitting confidential information.

AB Securitas respects that our suppliers have a similar interest in protecting their confidential information. In case that third parties, such as corporates, suppliers or customers share their confidential information, such content shall be treated with the same care as if it was AB Securitas' confidential information.

#### Copyright

### 8.3 ENTERTAINMENT OR GIFTS

AB Securitas expects its suppliers to avoid personal activities and financial interests that could conflict with their commitment to their relationship with us. Hence, all suppliers are strictly prohibited to offer any form of gifts directly or indirectly, profits, commission or any other gain arising from business undertakings or any contact in relation to the company or its associate or subsidiary companies.

Normal gifts or entertainment may be accepted only as required by protocol or as necessary to build a business relationship, unless otherwise it is approved by the Business Head / line Director. In order to build the relationship if any gift or entertainment has been offered it should be divulged.

## 9. COMPLIANCE WITH LAW, RULES, AND REGULATIONS

Our commitment to integrity, begins with complying with country laws and the company rules and regulations. Hence, AB Securitas Suppliers are required to familiarise with the country and company laws and regulations governing in individual areas of responsibility. Further, suppliers must understand the company policies, laws, rules, and regulations that apply to the specific areas. If any doubt exists, you should seek the advice from the legal officer or the respective resource expert. All suppliers are responsible for preventing violations of laws and to speak-up if observed possible violations.

## 10. QUALITY

AB Securitas expects its suppliers shall meet generally recognized or contractually agreed quality requirements in order to provide goods and services that consistently meet company expectations. Suppliers shall have a Quality system in place that enable them to control their operational process to ensure high quality delivery.

Suppliers shall have a quality system in place to manage customer feedback in a prompt and transparent manner so that issues can be addressed and solved quickly; thus ensuring that AB Securitas can maintain its customer satisfaction level.

## 11. HEALTH AND SAFETY

We value health and safety of employees and strive for zero injuries and illnesses within the workplace. We expect our suppliers and our business partners to understand and comply with applicable safety and health laws, regulations, and safety procedures. If a supplier is aware of or suspects any unsafe work condition, threat or unusual action or situation, the supplier must immediately ensure such situations are mitigated.

## 12. ENVIRONMENTAL SUSTAINABILITY

Suppliers shall comply to all applicable environmental laws and regulations. Operations must be conducted with an objective of reducing waste and energy consumption, preventing pollution, promoting recycling and conserving resources.

## 13. HUMAN RIGHTS AND SOCIAL SUSTAINABILITY

AB Securitas acknowledges and respects the principle contained in the United Nations Declaration of Human Rights. We expect our suppliers to conduct their business in a manner that demonstrates respect for human rights.

Ab Securitas do not tolerate Child labour in its supplier chain.

## 14. DATA PRIVACY & CYBER SECURITY

The suppliers shall take all possible steps to ensure the confidentiality, integrity, and availability of information assets which are supplied and related and ensure supplier contracts are consistent with Companies' information security policy and procedure.

Also ensure Legal and regulatory requirements, including data protection, intellectual property rights and copyright, and a description of how it will be ensured that the supplier are met.

Ensure incident management and business continuity process is in place.

If the supplier hire another subcontracting party to deliver product or services required. In such a situation, it is the responsibility of the main supplier to indicate their supplier chain to company and take apply adequate controls.

## 15. REPORTING VIOLATIONS OF THE CODE OF CONDUCT

### 15.1 WE ENCOURAGE YOU TO SPEAK UP

We encourage our suppliers to report any wrongdoing that is illegal, fraudulent or in violation of any policy of the company.

### 15.2 COMPLIANCE WITH THE CODE OF CONDUCT

We at AB Securitas, recognise the need for this Code to be applied equally to all suppliers. Suppliers are expected to comply with all the provisions of this Code. The Code need to be strictly enforced, and violations need be dealt with immediately, including taking corrective actions.

We encourage all suppliers to report any suspected violations. All complaints shall be properly investigated. The suppliers shall report any practices or actions believed to be inappropriate under this Code to respective contact point at AB Securitas.

### 15.3 ACCURATE AND HONEST RECORDING

AB Securitas Expect its suppliers to maintain accurate, honest, and adequate reports to prove that the supplier is abide with the aforesaid code of conduct. The records shall be traceable and appropriately protected.

At the supplier audits, these records shall be produced to AB Securitas as appropriate.

## 16. MONITORING & EVALUATION OF THE COMPLIANCE

AB Securitas Private Limited may conduct Annual compliance audit/ survey to confirm compliance with Supplier Code of Conduct. A breach of the code may result in actions being taken against the supplier. The range of actions that may be imposed on the supplier but not limited to followings

- Calling Explanations,
- Formal Warnings,
- Termination of contract.

## 17. REFERENCES

- *Universal Declaration of Human rights by United Nations.* (<https://www.un.org/en/about-us/universal-declaration-of-human-rights>)
- *United Nations guiding principles of Business and Human rights.* ([https://www.ohchr.org/sites/default/files/documents/publications/guidingprinciplesbusinesshr\\_en.pdf](https://www.ohchr.org/sites/default/files/documents/publications/guidingprinciplesbusinesshr_en.pdf))
- *Organization for Economic Corporation and Development Guidelines for Multinational Enterprises.* (<http://mneguidelines.oecd.org/guidelines/>)
- *AB Securitas Group of companies Code of Conduct.*
- *Human Resources Policy Manual of AB Securitas (Pvt) Limited.*
- *ISO 9001 Procedure Manual of AB Securitas (Pvt) Limited.*
- *ISO 45001 Procedure Manual of AB Securitas (Pvt) Limited.*

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