



## Atlantic Corporation of Wilmington Supplier Code of Conduct

### **VISION AND MISSION –**

Atlantic Corporation of Wilmington, Inc. is a company driven by our Mission and our Values. Our Mission is to exceed our customers' expectations in the performance of our products, the reliability of our service and the integrity of our commitments. Our Values, namely integrity, accountability, passion, humility, simplicity, and results, are based on the legacy established by our founder, W. Horace Carter. Our Mission ensures we focus on our customers and our Values ensure our actions are legal, ethical and responsible.

Our business philosophy, which is deeply rooted in our values, requires that we work only with suppliers who have the ability to consistently meet our standards and specifications, support our mission and are committed to values of conduct that are compatible with our own.

This Code reflects the standards and business practices we expect from all of our Suppliers. We reserve the right to terminate any agreement or business relationship in which a Supplier does not comply with this Supplier Code.

### **ATLANTIC'S EXPECTATIONS FOR SUPPLIERS:**

#### **▪ Business Integrity –**

- Legal Compliance: Comply with all applicable laws, regulations and standards.
- Bribery & Corruption: Do not, directly or through others, offer, promise, give or accept any form of payment or incentive to gain an improper business advantage.
- Conflicts of Interest: Disclose any personal relationships held between your employees and our employees or elected officials in jurisdictions in which we operate.
- Business Gifts: Only business gifts of nominal value, including modest refreshments, business meals and entertainment, are acceptable if infrequent with no appearance of impropriety. Cash or cash equivalents are never appropriate.
- Fair Competition: Do not engage in illegal cooperation with competitors including bid rigging, price fixing, market allocations or any other prohibited conduct that limits free and fair competition.
- Confidential Information: Secure our company private and confidential information in your possession, use it per our instructions and safeguard it from unapproved or unintended disclosure. This obligation continues after our business relationship ends.

#### **▪ Quality, Health & Safety –**

- Product Quality and Safety: Provide Atlantic with high-quality products and services that meet our specifications and all applicable quality and safety standards, including food-safety where applicable.
- Work Environment: Provide all employees with safe working conditions including potable drinking water, adequate sanitation, safety equipment essential for their duties, suitable facilities for women's health needs, protection from exposure to toxic or harmful chemicals, structurally sound facilities with safe and unrestricted ingress and egress, etc. This applies to living space if provided.
- Employee Safety: Provide written health and safety information in the primary language used by the workers, appropriate personal protection equipment, adequate training on safety and emergency evacuation procedures, and access to first aid, medical facilities, fire exits and fire-fighting and safety equipment. Document, investigate and report to appropriate authorities any incidents which result in injury to an employee beyond first aid.

▪ **Labor Standards –**

- Human Rights: Treat all employees with respect and dignity, with no physical, sexual, psychological or verbal harassment, abuse or other form of intimidation.
- Involuntary Labor: Do not use or facilitate any type of involuntary labor.
- Child Labor: Employees must not be younger than the minimum employment age established by the respective country or local jurisdiction.
- Fair Wage and Working Time: Provide employees with reasonable working hours and fair compensation in compliance with all applicable wage and hours laws, rules and regulations.
- Discrimination: Make employment decisions including hiring, pay, benefits, advancement and termination without regard to age, race, color, religion, disability or handicap, gender, national origin, genetic information, armed forces service status, sexual orientation or other legally protected status.
- Right to Organize: Respect the rights of employees to freely associate, organize and bargain collectively, where allowed by law.

▪ **Sustainability –**

- Environment: Comply with all applicable environmental laws, regulations and operating permits. Strive to reduce or optimize your impact on the environment. Properly handle and store hazardous materials and waste to prevent unplanned releases into the workplace or the environment.
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