



## **Code of Conduct**

### **For Metal Service Export's Partner's**

Metal Service – Export is committed to the highest standards of service quality and business integrity in its dealings with Subcontractor's and ensuring that working conditions in our supply chain are safe, that workers are treated with respect and dignity, and that manufacturing processes are environmentally and socially responsible. To ensure our relationships with Subcontractor's will meet and support these expectations, Metal Service – Export has developed a Supplier Code of Conduct.

Accordingly, we require each of our Subcontractor's/Partner's to acknowledge and support our Code and seek to conform to its standards and provisions documented in detail below. Furthermore, we expect our Subcontractor's to apply these to their extended sources of supply engaged in the production of goods and services for Metal Service Export. Failure on the Subcontractor's part to comply with the standards and provisions set forth in our Code may impact business relationships with Metal Service Export.

Metal Service – Export always sets high standards for conducting business in a socially and environmentally responsible manner, with good business ethics, and in compliance with all applicable laws and regulations.

In turn, we expect the same commitment from our suppliers. This is why we have established the Metal Service – Export (MSE) “**Code of Conduct**”. These principles speak to the commitments we make to our customers, our commitment to compliance with law, and our legacy of innovation and relationships built on trust and personal responsibility.

We will consider these principles in our selection of suppliers and will actively monitor their compliance. In turn, it is expected that our Subcontractor's will apply these standards to the suppliers they work with in the delivery of goods and services for MSE.

#### **Code 1 Forced Labor**

MSE Suppliers will not use forced or involuntary labor of any type (e.g., forced, bonded, indentured or involuntary prison labor). MSE Suppliers will not use child labor. The term “child” refers to any person employed under the minimum age for employment in the country where work is performed. We support the use of legitimate workplace apprenticeship programs which comply with all applicable laws and regulations.

#### **Code 2 Wages and Working Hours**

MSE Suppliers will, at a minimum, comply with all applicable wage and hour laws and regulations, including those relating to minimum wages; overtime hours, piece rates and other elements of compensation, and provide legally mandated benefits. Workers should not be required to work more than 60 hours per week, including overtime, except in extraordinary business circumstances with their consent. Employees should be allowed at least one day off during a seven-day week.

#### **Code 3 Nondiscrimination**

MSE Suppliers will not discriminate in hiring and employment practices on grounds of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, or disability, subject to local law.

#### **Code 4 Respect and Dignity**

MSE Suppliers will treat all employees with respect and will not use corporal punishment, threats of violence or other forms of physical coercion or harassment. Supplier should have a policy that prohibits inappropriate conduct and a process for employees to report such conduct for Supplier's investigation and resolution.

#### **Code 5 Health and Safety**

Subcontractor's will provide their employees with a safe and healthy workplace in compliance with all applicable laws, regulations and sound industry practice. Consistent with these obligations, MSE Suppliers must have and implement effective programs that encompass life safety, incident investigation, chemical safety, ergonomics, and other relevant protective elements.

#### **Code 6 Protection of the Environment**

MSE Subcontractor's will operate in a manner that is protective of the environment. At a minimum, suppliers must comply with all applicable environmental laws, regulations and sound industry practices, such as requirements regarding chemical and waste management and disposal, recycling, industrial wastewater treatment and discharge, air emissions controls, environmental permits and environmental reporting. Suppliers must also comply with any additional environmental requirements called for in Pitney Bowes' design and product specifications, and contract documents.

#### **Code 7 Legal and Ethical Dealings**

MSE Suppliers will comply with all applicable laws and regulations in all locations where they conduct business, especially with respect to strict compliance with all laws and regulations on bribery, corruption and prohibited business practices. MSE expects suppliers to conduct their business in accordance with the highest ethical standards.

MSE Suppliers will not use forced or involuntary labor of any type (e.g., forced, bonded, indentured or involuntary prison labor). MSE Suppliers will not use child labor. The term “child” refers to any person employed under the minimum age for employment in the country where work is performed. We support the use of legitimate workplace apprenticeship programs which comply with all applicable laws and regulations.

#### **Code 8 Forced or prison labor, bonded labor, Child labor**

Forced or prison laborers are prohibited from employment if they are constrained to work as a requirement of the sentence and without compensation. Forced or prison labor occurs most often where the supplier is using a government or military-controlled agency to provide or arrange for the hiring of workers.

Indentured labor refers to employees who are forced, physically or by intimidation, to perform work against the employee's will. Bonded labor refers to situations where employees work to pay a debt, which may have been created by another person.

Many countries restrict the number of hours persons between ages 13 and 18 can work. Young workers may also be barred from performing certain types of work, such as hazardous work, night work or overtime work.

Apprentice programs are regulated by law in most countries, with specific limits on number of hours worked, duration of training period, number of times the same worker can be classified as a trainee, and requirements for post-apprenticeship hiring.

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