



SUPPLIER EXPECTATIONS

RRDS prides itself in operating with the highest ethical standards in all that it does. To ensure we protect our clients, partners, and employees, we have certain expectations of our suppliers. We protect taxpayer resources and deliver superior services and products. Complying with all laws and regulations and ensuring fair competition are fundamental to our values.

Our Supplier Expectations document states what we expect of all RRDS suppliers.



Introduction

At RRDS, we believe that conducting business in accordance with the highest ethical standards, and in compliance with all laws and regulations, is essential to our success. We not only require our employees to adhere to such standards, but also expect a similar commitment from our suppliers.

RRDS's Supplier Expectations, as outlined below, apply to all consultants, contractors, suppliers and vendors and do not alter or reduce any contractual obligations that may be set forth in a written agreement between RRDS and any supplier.

Disclaimer

This text is not intended to conflict with or change the terms and conditions of any current contract. In the event of a conflict, suppliers must first adhere to applicable laws and regulations, then the contract terms, followed by this list of expectations.

✔ Conflicts of Interest; Confidentiality

RRDS knows that Suppliers may be affiliated with other companies, including competitors and customers of RRDS. However, we expect that these dealers will never compromise, or appear to compromise (within reason), a Supplier's ability to carry out its responsibilities to RRDS or its capability to make sound, objective and impartial business decisions regarding RRDS. Among other things, sharing RRDS's confidential information outside the organization, or beyond those with a need to know within the organization, is strictly prohibited.

Furthermore, any circumstance involving a Supplier that creates or appears to create a conflict of interest, must be disclosed to RRDS. A conflict of interest exists any time there is a choice between a personal interest (financial or otherwise) and the interests of RRDS. For example, where a RRDS employee or his/her

family member is employed by or has a financial interest in a Supplier's business, there is a conflict of interest. Suppliers must immediately disclose to RRDS management any actual or potential conflicts of interest, including but not limited to any business relationship and/or any financial interest a RRDS employee or his/her family member has in a Supplier's business. This disclosure should be made to the RRDS vice president of purchasing.

✔ Gifts, Entertainment and Travel

In order to avoid even the appearance of a conflict of interest, RRDS has certain restrictions regarding a Supplier's offer of gifts, entertainment, travel, or other benefit or thing of value. Generally, suppliers should not offer gifts, entertainment, travel, or other benefit or thing of value to RRDS employees with anything other than a nominal value. Suppliers may never offer cash, bribes, kickbacks, payoffs or other improper payments to, or make improper transaction with RRDS employees. Similarly, a supplier should never accept cash, bribes, payoffs or kickbacks from, or receive an improper transaction from, a RRDS employee.

✔ Compliance with Applicable Laws and Regulations

As a U.S. company that does business internationally, RRDS is subject to laws in the U.S. and certain other countries, all of which influence its decisions on where – and with whom – RRDS does business, as well as how we export and import goods, services and technology. RRDS conducts its business in accordance with applicable laws and regulations and expects that its Suppliers do the same.

✔ Compliance with Anti-Corruption Laws

Under the U.S. Foreign Corrupt Practices Act of 1977, it is illegal to, among other things, give or offer money or anything else of value to a foreign or public official for the purpose of influ-

encing such official to assist RRDS or a supplier in obtaining or retaining business or securing any improper advantage. RRDS expects its suppliers to be familiar with and comply with these and other applicable anti-corruption laws in effect from time to time.

Export and Import Compliance

To the extent a supplier is responsible for the import or export of goods, software or technology, the supplier must be aware of, and remain in compliance with, all applicable import and export laws, rules, and regulations. Suppliers are expected to make accurate declarations and may not mischaracterize the value or nature of the goods in any way that will create liability for RRDS. Suppliers must obtain the appropriate import and export licenses, including when shipping controlled goods, technology or software.

Antitrust Laws

Suppliers must not engage in any anticompetitive business practices aimed at limiting or impairing full and open competition for the products and services suppliers provide to RRDS.

Government Contract Requirements

RRDS frequently enters into agreements with federal, state and local government entities. These agreements typically contain special compliance requirements that flow down to suppliers who may be engaged by RRDS to work on the projects. RRDS expects its suppliers to take particular care to ensure compliance with all terms of these agreements, and to fully cooperate with the company in its efforts to meet the government's expectations regarding reporting and compliance.

Harassment and Discrimination

Suppliers should adhere to all harassment and discrimination laws and provide an employee environment free from verbal, physical or psychological abuse. RRDS is an equal opportunity employer and we expect the same of our suppliers.

RRDS expect suppliers to provide opportunities for their employees without regard to race, ethnicity, religion, color, sex, national origin, age, military veteran status, ancestry, sexual orientation, gender identity or expression, marital status, family structure, genetic information, or mental or physical disability, so long as the essential functions of the job can be competently performed with or without reasonable accommodation.

Responsible Care Program

As a partner in the Responsible Care Program, RRDS adheres to principles that promote environmental responsibility, health, safety and security. In that regard, an important consideration in supplier selection is a demonstrated commitment to the following guiding principles:

- Goods are designed and developed such that they can be manufactured, transported, used and disposed of or recycled safely and in an environmentally conscious manner.
- Supplier works with customers, carriers, suppliers, distributors and contractors to foster the safe and secure use, transport, recycling and/or disposal of chemical and provide hazard and risk information that can be accessed and applied in their operations and goods.
- Supplier instills a culture throughout all levels of the organization to continually identify, reduce, manage and process safety, security, environmental and health risks.
- Supplier promotes pollution prevention, minimization of waste and conservation of energy and other critical resources at every stage of the life cycle of products.
- Supplier promotes Responsible Care by encouraging and assisting other companies to adhere to these Guiding Principles.

Contact Us

Suppliers who have questions or concerns about these RRDS Supplier Expectations should contact an appropriate RRDS representative.