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## JOIL SUPPLIER POLICY & CODES

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JOil's business purpose rests on its responsibility to society and the environment. The business strategy is aligned to building social capital and sustainable benefits for all stakeholders the company engages with. JOil maintains mutually beneficial stakeholder relationships. The foundation for these relationships is a total alignment of JOil's stakeholders to its ethical code of conduct in line with the Business Responsibility Principles. Our suppliers and partners are key links in creating shared value and as such, JOil expects them to strictly adhere to our suppliers' policy & the codes of conduct mentioned herein.

Our policy towards suppliers and partners is to build business relationships centered around conducting all business transactions in an ethical manner with due regard to sustainable practices that help safeguard the interests of our planet and the people. This alignment is imperative to everyone who conducts or seeks a business relationship with JOil.

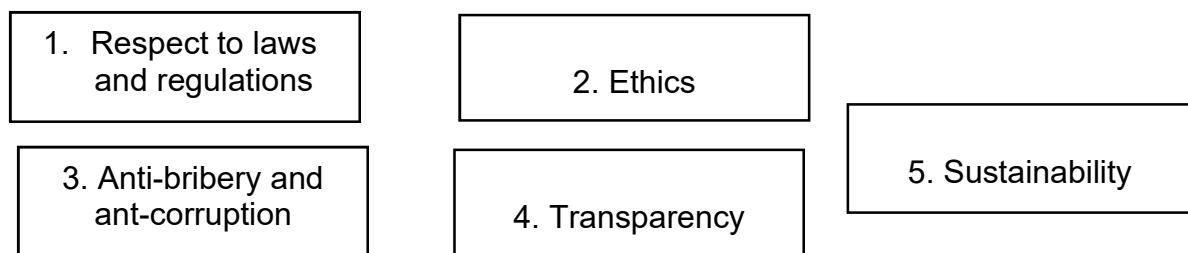
### **Core values**

Entrepreneurial, Innovative, Ethical and Sustainable

### **Business Responsibility Principles**

JOil and its subsidiaries, partners and employees live by a set of four broad business principles that drive its conduct of business in the geographies present. It is imperative that all stakeholders, abide by these principles and conduct themselves accordingly.

### **JOil's Business Responsibility Principles**



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## **Supplier code of conduct**

JOil believes in creating shared value through ethical principles and respect for the environment. JOil takes responsibility for the environment through sustainable business practices and the codes of conduct we have spelled out for our suppliers and partners is aligned to our five business principles. Adopting these codes is critical to building relationships based on trust and engaging in business for the ultimate benefit of this planet and its people.

### **1. Respect to laws & regulations**

As a responsible organisation, we expect our global suppliers & partners to comply with legal and regulatory requirements.

JOil's suppliers will engage in ethical produce & its marketing;

Our suppliers -

- a) Are expected to produce ethical & sustainable produce and refrain from the production and trade of illegal narcotics or drugs.
- b) Refrain from development, production, maintenance, trade, sale, distribution or stockpiling of weapons of mass destruction, including radiological, nuclear, biological and chemical weapons, civil firearms, ammunition or their component parts principally intended for such purpose.
- c) Will not engage in business activities that harm wildlife; this includes the trade and ancillary activities that harm wildlife, including production of their products, regulated under CITES (Convention on International Trade in Endangered Species or Wild Fauna and Flora).
- d) Follow due processes and the law of the land in case of a displacement or resettlement, with due consultations with the communities such that there is no exploitation. Any agreements with any authority concerning the local communities, will be appropriately documented with due written consent and as per legal obligations & regulatory framework.

### **2. Ethics**

2.1. JOil's suppliers are expected to respect human rights and ensure their business practices do not violate the rights and dignity of fellow humans in the course of business and otherwise.

This includes:

- a) Engagement in activities related prostitution, pornography, cyber bullying and related cybercrimes.
- b) Engagement in exploitative forms of abuse, forced labour, child labour and discriminative labour practices that amounts to human rights abuse.

- c) Respecting the rights of and obligations to, the local communities, and ensure there is no impingement on the lands owned or claimed under adjudication by indigenous people or local communities, without proper documented consent of such peoples.
- d) Ensuring the safety, health and well-being of the suppliers' employees and the local communities by providing a safe and hazard-free environment for the communities.
- e) The production or sale of tobacco and tobacco products, including e-cigarettes is against the wellness and health of people; JOil suppliers will not engage in activities that produce or promote these or similar products detrimental to the health of the communities.
- f) JOil's out growers and other cultivation partners are expected to maintain integrity and conduct business within the stipulations of the contracts. Lands earmarked for cultivation may be used for the intended purpose only and may not be used for other purposes such as the manufacture and distribution of alcoholic beverages, production of tobacco, and other abusive/addictive substances.

2.2 Our suppliers always respect and safeguard the reputation and interests of JOil at all times and do not engage in any activity that will erode JOil's name, integrity or brand equity. This extends to JOil assets, both physical and intellectual property, trade secrets & financial information. Any breach in intellectual property or other assets by suppliers will be dealt with legal recourse if necessary.

2.3 Suppliers will ensure that their activities do not conflict with the interest of JOil and they always put the interest of JOil and its reputation above all.

### **3. Anti-bribery & anti-corruption**

JOil's suppliers will not engage in any quid pro quo dealings with JOil employees, associates, third party entities/authorities and government officials. This is against the principles of ethics and integrity and will result in termination of the contract.

Quid pro quo dealings include open bribes, gratuities paid, gifts beyond a nominal value, sharing of information in return for favours and special considerations.

### **4. Transparency**

4.1 JOil's suppliers will ensure transparency in all financial dealings and data management by maintaining proper books of accounts and records of data collected, as per regulatory requirements. This will be reviewed and audited from time to time.

4.2 Suppliers will engage in business with absolute transparency and refrain from activities that may de-stabilise the core business; these activities include illegal/speculative financial transactions (digital and otherwise), gambling, betting, etc.

4.3 Suppliers will engage in fair trade policies and conduct activities within the terms of the contract and not engage in dealings outside of the contract that violate any of the business principles of JOil.

## **5. Sustainability**

JOil's suppliers are expected to be engage in sustainable practices and focus on emission reduction and conservation of natural reserves, biodiversity and ecological balance.

- a) As such our policy does not permit fossil fuel-based energy exploration or production, including high fugitive emissions; such emissions, if any, will involve the explicit reduction in net greenhouse gas emissions by compensatory means or by way of contributing to the energy transition.
- b) Suppliers will ensure there is no deforestation, or significant conversion or degradation of high conservation value areas, protected areas or peatlands through activities such as extractive industries, livestock, fisheries, wildlife poaching, etc;

### **How we implement our Supplier Code of Conduct**

JOil will ensure appropriate orientation and training on the above codes of conduct and conduct refresher courses from time to time, such that, all suppliers and partners are oriented into the same.

### **Redressals**

Employees, suppliers, partners and stakeholders may email their grievances to

[ethics@joil.com.sg](mailto:ethics@joil.com.sg)

## ANNEXURE

### **Redressal process**

JOil is accessible for any complaints, redressals and grievances through a dedicated email.

Employees, suppliers, partners and stakeholders may email their grievances to

[ethics@joil.com.sg](mailto:ethics@joil.com.sg)

### **Supplier selection & due diligence**

JOil's supplier base comprises of SME vendors like fertilizer and chemical suppliers, service providers such as garage services for vehicle maintenance and labour contractors, partners and associates such as out grower farmers, and third-party dealers that JOil may engage with regularly or from time to time. JOil suppliers are drawn from local and international regions and in the locales that JOil has direct operations and network.

JOil has a supplier due diligence process wherein the engaged parties meet JOil's ethical guidelines.

JOil's due diligence in supplier/vendor selection includes –

- Qualifications that meet JOil's standards in integrity, relevant skills & capability and reliability.
- Pre-defined KYC process duly vetted.
- In-person or digital meetings with key persons in the supplier entity prior to engagement.
- Pre-engagement due diligence and audit depending on the nature of the engagement that includes and not limited to gender equality, safeguarding human rights and environment-friendly practices.
- Regular supplier/vendor audits for compliance and alignment to the JOil codes of conduct based on the five business principles of JOil as specified in the Supplier Code of Conduct.



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