**VENDOR CODE OF ETHICS**

ZAMEFA places a strong emphasis on being a responsible citizen, and we expect the same from our vendors. Together, we must strive to exceed the expectations of our collective customers, stakeholders and the communities we serve. We consider our vendors to be an integral part of our supply chain and expect our vendors to meet or exceed established performance targets for sourced materials and services. Unequivocal honesty, integrity, forthrightness and fair dealing are expected in all of our business relationships with vendors, and we are committed to sourcing materials from vendors who share our core values of Customer Responsiveness, Integrity, People, Respect, Responsibility, and Safety. Our Vendor Code of Ethics highlights each of our values and provides guidance on the expected behaviors that are necessary to embrace and demonstrate them. In addition to operating at all times in full compliance with all applicable laws, our vendors are responsible for knowing the expectations set forth in this Code (as it may be updated from time to time) and for demonstrating a personal commitment to our values and ethical principles.

**CUSTOMER RESPONSIVENESS**

***ANTICIPATE AND RESPOND TO CUSTOMER NEEDS.***

**Quality Products:** ZAMEFA selects vendors who are committed to producing safe, quality products. Vendors shall ensure the safety and performance of their products and services, and shall continuously improve their products by focusing on design, manufacturing, technology and quality control.

**Origin of Products**: For products it provides regularly to ZAMEFA, Vendor shall provide a statement of certificate of origin at the beginning of each year and inform ZAMEFA in writing of any changes in origin of goods during the year.

**Accurate Billing:** Vendors shall fairly represent the terms of sale on all records including billing, time cards, invoices and quality testing reports. Vendors shall keep accurate records, and all billings shall comply with the negotiated terms and conditions of our agreements.

**INTEGRITY**

***WORK TOGETHER WITH INTEGRITY AND SPEAK WITH TRUTH AND CANDOR.***

**Anti-Corruption:** Vendors shall comply with all anti-corruption laws applicable to their operations. Vendors may not offer bribes, kickbacks, or improper payments of any kind to government officials or other third parties for the purpose of obtaining or retaining business or gaining an improper advantage.

**Gifts:** While giving and receiving business courtesies such as gifts, favors and entertainment are common among some of our business partners, these can raise the appearance, if not the reality, of a conflict of interest. Vendors may not offer any ZAMEFA employee or representative gifts of more than token value, excessive entertainment or travel opportunities, loans, or other substantial favors in an effort to improperly influence the decisions of ZAMEFA.

**Confidentiality:** Vendors shall protect ZAMEFA’s confidential information and may not reveal such information to any other person unless properly authorized or legally required to do so. Vendors shall take all appropriate precautions to safeguard confidential and proprietary information under their control.

**Anti-Competition:** ZAMEFA expects its vendors to compete aggressively and fairly in the marketplace. Vendors shall comply with all applicable anti-competition laws and may not enter into formal or informal agreements that may limit competition.

**Trade Compliance:** Vendors shall comply with applicable international trade laws and regulations. Vendors may not participate in any economic boycott that is not sanctioned by the Zambian government.

**PEOPLE/RESPECT**

***RESPECT AND VALUE PEOPE AND THEIR COLLECTIVE KNOWLEDGE, SKILLS AND EXPERTISE.***

**Vendor Diversity:** At ZAMEFA, we recognize and value the benefits a diverse vendor base adds to our business and remain committed to providing opportunities for small, minority-owned, disabled veteran owned, women-owned, and other historically disadvantaged businesses. We expect our vendors to provide fair and reasonable access to business opportunities to all potential subcontractors who are capable of meeting or exceeding our high performance standards.

**Workforce Diversity and Discrimination:** ZAMEFA recognizes the value of the knowledge, skills, and expertise of a diverse workforce. Vendors shall make all employment decisions based on merit and may not discriminate on the basis of race, color, national origin, religion, gender, age, marital status, disability, veteran status, pregnancy or maternity, sexual orientation, or any other protected characteristic.

**Human Rights:** ZAMEFA strives to be a positive presence in the communities where we work. We expect our vendors to follow all applicable labor laws, promote human rights wherever applicable, and provide fair and equitable wages. Vendors shall not engage in nor permit corporal punishment, threats of violence, harassment, child labor, forced labor, or human trafficking. Vendors shall comply with all applicable local and national laws pertaining to freedom of association and collective bargaining.

**RESPONSIBILITY**

***ACT RESPONSIBLY FOR OUR INDIVIDUAL AND COLLECTIVE ACTIONS AND RESULTS.***

**Compliance with Code:** Vendors are responsible for ensuring that this Code is understood and applied at all levels of their organization. Vendors shall monitor their adherence to this Code and ensure that all subcontractors providing goods or services to the vendor also comply with this Code. Vendors shall promptly report all violations to ZAMEFA and implement corrective actions to address any violation.

**No Retaliation:** Vendors may not retaliate against any employee for reporting concerns about compliance with this Code in good faith.

**Corporate Social Responsibility:** We encourage Vendors to develop sustainable and responsible practices, in line with our Corporate Social Responsibility philosophy, such as: eco-designed products, innovation, partnerships with their own strategic vendors, and being good corporate citizens.

**SAFETY**

***BEHAVE SAFELY IN ALL THAT WE DO.***

**Health and Safety:** Vendors shall provide a safe and healthy work environment for all employees and visitors. Vendors shall put in place procedures and systems to manage, track, and report occupational injury and illness, and vendors´ employees shall receive training on the proper use of equipment, chemicals, and personal protective equipment. In cases where worker housing is provided, the housing shall be clean, safe, and sanitary.

**Environment:** ZAMEFA strives to operate its businesses in a sustainable and responsible way, and we are committed to achieving industry-leading standards and responding proactively to global environmental issues. We seek to do business with vendors who share our concerns for and commitment to sustainable business practices. At a minimum, our vendors shall produce and market products in an environmentally sound and responsible manner and comply with all applicable environmental laws. In addition, we encourage our vendors to go beyond legal compliance and consistently look for new and better ways to conserve resources, reduce pollution and waste, and enhance the communities in which they operate.

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*Signature (Company Representative) Print Name*

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*Title and Company Contact Number*