

J. Oskam Steel Fabricators Limited Integrity Guide for Suppliers, Consortium Partners, Contractors, and Consultants



A Message from Oskam

J. Oskam Steel Fabricators Limited (“Oskam”) is committed to unyielding integrity and high standards of business conduct in everything we do, especially in our dealings with Oskam suppliers, contractors, consortium partners and consultants (collectively “Suppliers”). Oskam bases its Supplier relationships on lawful, efficient and fair practices, and Suppliers must adhere to applicable legal and regulatory requirements in their business relationships as set out in this Oskam Integrity Guide for Suppliers, Contractors and Consultants (the “Guide”) in connection with their activities for Oskam.

Suppliers are responsible to ensure that they and their employees, workers, representatives, suppliers, and subcontractors comply with the standards of conduct set out in this Guide and in other contractual obligations to Oskam. Please contact the Oskam manager you work with or any Oskam Compliance Resource if you have any questions about this Guide or the standards of business conduct that all Oskam Suppliers must meet.

Responsibilities of Oskam Suppliers

You, as a Supplier to Oskam, agree:

Fair Employment Practices: To (i) observe applicable laws and regulations governing wages and hours, recruitment and employment contracts; (ii) allow workers to choose freely whether to organize or join associations of their own choosing for the purpose of collective bargaining as provided by local law or regulation; (iii) prohibit discrimination, harassment and retaliation; (iv) upon end of employment, reimburse return transportation costs for workers recruited from outside the country; (v) not charge workers recruitment fees or utilize firms charging workers such fees; (vi) not utilize fraudulent or misleading recruitment practices; (vii) not hold or destroy a worker’s identity or immigration documents; and (viii) provide workers with terms and conditions of employment in a language the worker understands.

Environment, Health & Safety: (i) To comply with applicable environmental, health and safety (EHS) laws and regulations and Oskam’s contractor EHS requirements; (ii) to provide workers a safe and healthy workplace; and (iii) not to adversely affect the local community. If housing is provided or arranged, it must meet host country safety standards.

Human Rights: (i) To respect human rights of your employees and others in your business operations and your activities for Oskam; (ii) not to employ workers younger than sixteen (16) years of age or below the applicable minimum age, whichever is higher; (iii) not to use forced, prison or indentured labor, or workers subject to any form of physical, sexual or psychological compulsion, exploitation or coercion, or to engage in or abet trafficking in persons; (iv) to adopt policies and establish systems to procure tantalum, tin, tungsten, and gold from sources that have been verified as conflict free; and (v) to provide supporting data on your supply chain for tantalum, tin, tungsten, and gold to Oskam when requested, on a platform to be designated by Oskam.

Working with Governments, Improper Payments and Dealings with Oskam Employees and Representatives: (i) To maintain and enforce a policy requiring adherence to lawful business practices, including a prohibition against bribery of government officials, (ii) not to offer or provide, directly or indirectly, anything of value, including cash, bribes, gifts, entertainment or kickbacks, including offers of employment, or participation in a contest,

J. Oskam Steel Fabricators Limited Integrity Guide for Suppliers, Consortium Partners, Contractors, and Consultants



game or promotion, to any Oskam employee, representative or Oskam customer or to any government official in connection with any Oskam procurement, transaction or business dealing, and (iii) to provide supporting data to Oskam when requested.

Competition Law: Not to share or exchange any price, cost or other competitive information or engage in any collusive conduct with any third party with respect to any proposed, pending or current Oskam procurement.

Intellectual Property: To respect the intellectual and other property rights of Oskam and of third parties, including all patents, trademarks and copyrights.

Security and Privacy: (i) To respect privacy rights and secure the data of Oskam employees, customers, and suppliers (collectively, “Oskam Data”); (ii) to implement and maintain physical, organizational and technical measures to ensure the security and confidentiality of Oskam Data in order to prevent accidental, unauthorized or unlawful destruction, alteration, modification or loss of Oskam Data, misuse of Oskam Data, or unlawful processing of Oskam Data; and (iii) protect Supplier operations and facilities against exploitation by criminal or terrorist individuals and organizations.

Trade Controls & Customs Matters: Not to transfer Oskam technical information to any third party without the express, written permission of Oskam, and to comply with all applicable trade control laws and regulations in the import, export, re-export or transfer of goods, services, software, technology or technical data including any restrictions on access or use by unauthorized persons or entities.

Controllership: To ensure that all invoices and any customs or similar documentation submitted to Oskam or governmental authorities or audited by third parties in connection with transactions involving Oskam accurately describe the goods and services provided or delivered and the price thereof and ensure that all documents, communications and accounting are accurate and honest.

How to Raise a Question or Concern

Subject to local laws and any legal restrictions applicable to such reporting, each Oskam Supplier is expected to inform Oskam promptly of any concern related to this Guide affecting Oskam, whether or not the concern involves the Supplier, as soon as the Supplier has knowledge of such an occurrence. Oskam Suppliers also must take such steps as Oskam may reasonably request to assist Oskam in the investigation of any such occurrence involving Oskam and the Supplier. If Supplier’s work is related to a U.S. government contract, Supplier must notify Oskam of any alleged non-conformance with this Supplier Integrity Guide.

- I. **Define your question/concern:** Who or what is the concern? When did it arise? What are the relevant facts?
- II. **Prompt reporting is crucial** — a question or concern may be raised by a Oskam Supplier as follows:
 - By discussing with a cognizant Oskam Manager; OR
 - By contacting any Compliance Resource (e.g., Oskam legal counsel or auditor).
- III. **Oskam Policy forbids retaliation** against any person reporting such a concern.