



3B Enterprises, LLC

# Supplier Code of Conduct

*Updated: 8/14/19*

3BE's Supplier Code of Conduct ("Code") outlines our minimum expectations regarding the business practices of our suppliers and affiliates who are within our supply chain (Supplier). We believe the expectations contained in this Code are factors essential to a healthy and successful business relationship. Each Supplier is responsible for ensuring that its employees and representatives understand and comply with this Code. Although compliance should be considered a condition of the relationship, it is intended to supplement contractual requirements and in no way alters express or implied contractual obligations.

## **Non-discrimination and Human Rights**

3BE expects Suppliers to maintain a workplace free from discrimination, where everyone has equal employment opportunity regardless of race, color, sex, age, religion, or disability. Suppliers must maintain a workplace that is free from all forms of harassment, including sexual harassment. Actions of others that are inconsistent with a supportive and respectful environment must not be tolerated.

## **Conflict of Interest**

3BE expects Suppliers to work with our employees to identify and prevent situations where there is an actual conflict of interest or the appearance of such a conflict. Any material transaction or relationship that involves or may involve a conflict of interest or potential conflict of interest must be disclosed promptly.

## **Gifts and Gratuities**

The exchange of small business courtesies between 3BE and Supplier such as gifts, moderate meals and entertainment are permissible; however, providing employees

with cash or cash equivalent of any kind is prohibited. Acceptable forms of entertainment may include infrequent, moderate gifts or hospitality of a nominal value and should be on par with those given to other similar business partners.

### **Safety and Environment**

We expect Suppliers to promote secure, safe, and healthy work sites. Suppliers should have everything in place that is needed to reduce the risk of accidents, injuries and exposure — especially where hazardous materials are present. They must have well-established safety procedures, preventative maintenance and protective equipment in compliance with the law. Suppliers must comply with all environmental laws, including those relating to hazardous materials, wastewater, solid waste and air emissions. We encourage suppliers to reduce the environmental impact of their operations and safeguard the natural resources on which we all depend, especially through reasonable efforts to reduce or eliminate waste of all types. Such efforts include source reduction, recycling, composting, reusing materials and conserving water and energy.

### **Intellectual Property**

3BE expects Suppliers to protect our intellectual property and the intellectual property of others including organizational process assets, trademarks, service marks, patented technology and copyrighted information. Confidentiality agreements should be used and enforced to protect sensitive information.

3BE is committed to promoting and engaging in healthy business relationships and with businesses that are committed to upholding these same values. Questions regarding this Code can be directed to our General Manager or Operations Manager.