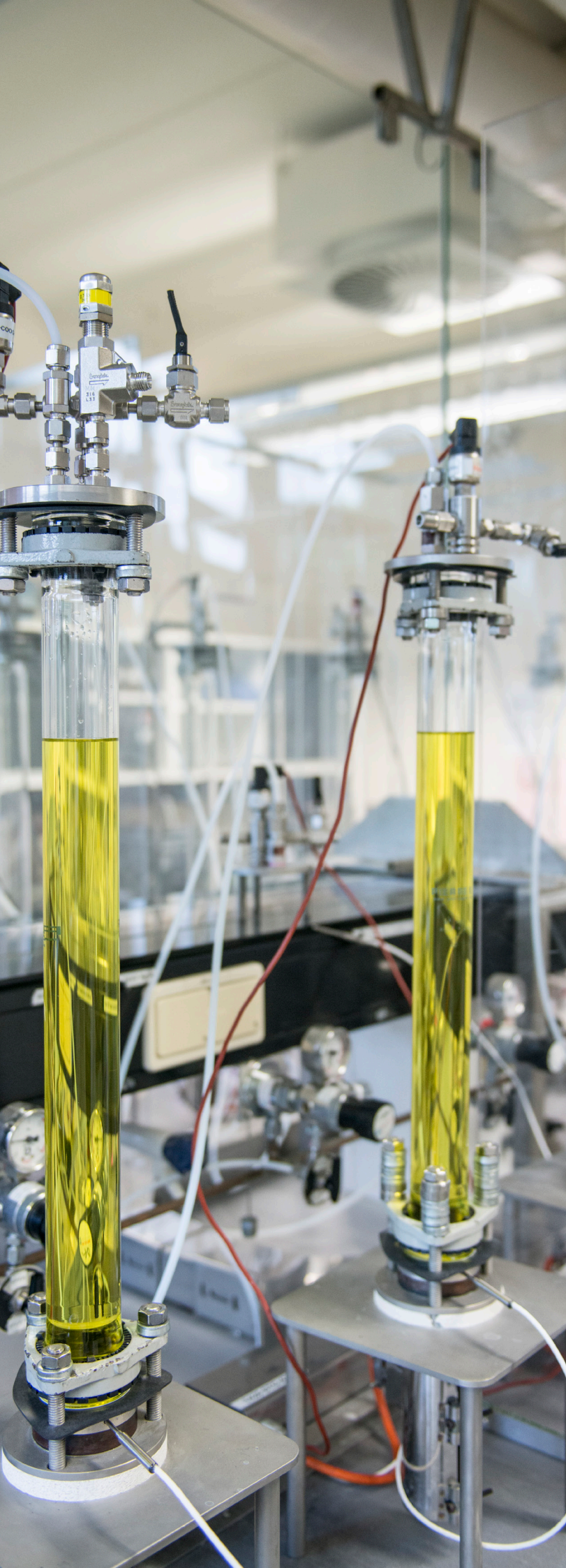




**ARTECO  
SUPPLIER  
CODE OF  
CONDUCT**



## Introduction

Arteco - a joint venture of Chevron and TotalEnergies - is a dynamic chemical company, leader in its market segment.

We develop and manufacture quality antifreeze coolants and heat transfer fluids for automotive and industrial applications. Arteco offers innovative, competitive and efficient aqueous solutions to provide optimised thermal heat transfer and corrosion protection for your cooling system.

At Arteco, we believe in operating in a responsible and sustainable manner.

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## Purpose & Scope

This Supplier Code of Conduct outlines our minimum requirements and expectations regarding the business practices of our suppliers, along with their parent entities, subsidiaries, affiliates, subcontractors and others who are within their supply chain.

Arteco expects all its suppliers and subcontractors to share the principles which are expressed in this Supplier Code of Conduct and that comprise an important component of supplier selection and evaluation. Moreover, we expect our suppliers to carry these standards further down the supply chain and to ensure that their employees, representatives and subcontractors understand and comply with this Code. Suppliers are expected to implement management systems to facilitate compliance with all applicable laws and to promote improvement with respect to the expectations set forth in this Supplier Code of Conduct.

The expectations outlined in this Code do not replace our specific requirements (Purchase Conditions & Guidelines) but are intended to supplement them.





# 1. Human Rights and Working Conditions

Arteco strongly believes that the respect for human rights forms the basis of any successful business.

Suppliers of Arteco shall respect all internationally recognised human rights and treat all people with dignity. Suppliers are expected to exercise human rights due diligence in order to identify, prevent, mitigate and account for negative human rights impacts of their own operations and supply chain with a focus on where they have the highest risks of doing harm to people and appropriate to company size and circumstances.





## **Child Labour and Young Workers Avoidance**

We do not tolerate child labour, nor work by young workers in our supply chain. Suppliers shall avoid any sort of child labour in their business operations consistent with the ILO's (International Labour Organization) core labour standards and the United Nations Global Compact principles.

## **Modern Slavery and Forced Labour**

Arteco does not tolerate any forms of modern slavery or forced labour, including but not limited to forced, bonded or compulsory labour and human trafficking. This statement is pursuant to the section 54(1) of the Modern Slavery Act 2015 and comprises our slavery and human trafficking statement. Arteco is committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business and therefore demands its suppliers to promptly report back to us if suppliers find any modern slavery, human trafficking, or any other human rights violation in their supply chain. Consequently, suppliers, including their recruitment agencies, shall not engage in or tolerate restrictions of movement, excessive recruitment fees, confiscation of identity documents and/or passports, withholding of wages, abusive working conditions, debt bondage, violence or any other kind of exploitation or abuse.

## **Diversity and Inclusion**

Equal treatment of all employees shall be a fundamental principle of the supplier's corporate policy. Typical discriminatory treatment takes into consideration – consciously or unconsciously – irrelevant characteristics of an employee such as race, national origin, gender, age, physical characteristics, social origin, disability, union membership, religion, family status, pregnancy, sexual orientation, gender identity, gender expression or any unlawful criterion under applicable law. Suppliers shall ensure that their employees are not harassed in any way.

Arteco encourages suppliers to provide an inclusive and supportive working environment and to exercise diversity when it comes to their employees as well as in their decisions to select subcontractors.





## Fair Treatment

Suppliers shall provide their employees with a workplace free of harsh and inhumane treatment, without any sexual harassment, sexual abuse, corporal punishment or torture, mental or physical coercion or verbal abuse of employees, or the threat of any such treatment. Furthermore, suppliers are expected not to unfairly terminate any employment contract or without clear evidence specifying that the termination of an employment contract, in relation to the working performance of an employee, is permitted by law.

## Working Hours, Wages and Benefits

Working hours for suppliers' employees shall not exceed the maximum set by the applicable national law. Compensation paid to employees will comply with applicable national wage laws and ensure an adequate standard of living. Unless otherwise provided by local laws, deductions from basic wages as a disciplinary measure will not be permitted (this does not exclude the entitlement of damages on a contractual or legal basis). Suppliers are expected to provide their employees with fair and competitive compensation and benefits. Compensation and benefits should aim at providing an adequate standard of living for employees and their families. Suppliers' employees will be paid in a timely manner. It is recommended that suppliers offer their employees ample training and educational opportunities.

## Freedom of Association

Suppliers shall be committed to an open and constructive dialogue with their employees and workers' representatives. In accordance with local laws, suppliers will respect the rights of their employees to associate freely, join labour unions, seek representation, join works councils and engage in collective bargaining. Suppliers shall not disadvantage employees who act as workers' representatives.





## 2. Health and Safety

Suppliers of Artec are expected to provide their employees a safe and healthy working environment that minimises the incidence of work-related injuries and enhances the quality of products and services, the consistency of production and employee retention and morale.

Suppliers shall ensure that their employees' potential exposure to safety hazards, such as machines, equipment or substances, or other chemical, biological or physical agents, are identified, assessed and controlled through proper design and/or preventative maintenance and safe work procedures. Where hazards cannot be adequately controlled by these means, employees shall be provided with appropriate personal protective equipment including access to first aid supplies. Safety information shall be made available to everyone in order to educate, train, and protect employees. Suppliers shall have adequate emergency preparedness procedures in place in order to identify and assess potential emergency situations.



## 3. Responsible Sourcing of Raw Materials

Suppliers shall respect all internationally recognised human rights and conduct responsible supply chain management of all raw materials and in particular of those from conflict affected and high-risk areas.

## 4. Energy Consumption

Suppliers are encouraged to apply energy efficient and environmental friendly technologies. Suppliers are stimulated to implement a comprehensive energy reduction strategy and management program while increasing the use of renewable energy.







## 5. Environmental Performance

Arteco conducts business that creates value while considering and limiting the environment impact. Arteco believes it is our responsibility to measure, understand and reduce the environment impact of our business operations and we encourage our suppliers to adopt the same or exceeding standards to mitigate climate change and protect both natural resources and natural habitats.

Suppliers shall reduce their negative environmental impacts by protecting the environment, conserving natural resources and continuously striving towards reducing the environmental footprint of their production, products and services throughout their entire life cycle. Net zero strategies provided by suppliers will be considered as additional assets.

Suppliers shall monitor, track and document their emissions to air, water and soil from their facilities and transports as well as the waste water and solid waste generated by their operations in order to be able to identify aspects that suppliers can control and influence fostering opportunities for improvement and minimised emission. Suppliers are encouraged to implement a waste management strategy that targets, in order of priority: (1) prevention, (2) reduction, (3) reuse, (4) recycling, (5) energy recovery, (6) incineration without energy recovery and (7) landfill/disposal of waste in a safe and environmentally responsible manner.

Suppliers are expected to minimise and to the extent possible eliminate greenhouse gas emissions.





## Hazardous Substances

Suppliers shall identify potentially hazardous substances in chemical products and articles used in its production and ensure that they are handled, transported, stored, recycled and disposed of safely. Suppliers are encouraged to substitute hazardous substances with those less hazardous.

Responsible chemical management is an absolute requirement for any Artecoco supplier as part of a sustainable product offering. This requires protecting workers and the environment through proper care in shipping, handling and use, storage and disposal of chemicals.

## 6. Business Ethics

To meet social responsibilities, suppliers are expected to conduct their business in an ethical manner and to act with integrity.

### Business Integrity

Suppliers comply with all applicable laws and regulations and conduct their business in an ethical manner. This includes but is not limited to the following:

Suppliers do not engage in or tolerate any form of corruption, bribery, extortion or fraud.

Suppliers compete fairly in accordance with all applicable competition laws.

Suppliers only make appropriate use of confidential information and ensure that all intellectual property rights are respected.





## **Fair Competition**

Suppliers will conduct their business in line with fair competition and in accordance with all applicable anti-trust laws.

## **Privacy & Intellectual Property**

Suppliers will safeguard and make only appropriate use of confidential information and ensure that all employees' and business partners' privacy and valid intellectual property rights are protected.

## **Identification of Concerns**

Suppliers will provide means for their employees to report concerns or potentially unlawful activities in the workplace. Any report should be treated in a confidential manner. Suppliers will investigate such reports and take corrective action if needed.

## **Sanctioned Party Screening**

Arteco is reluctant to be associated with sanctioned parties and countries under boycott. Arteco performs regular third party screening, facilitated by an external party tool (DowJones), on all its stakeholders to ensure no association with sanctioned, boycott parties and countries. Arteco encourages it's stakeholders to perform these checks on a regular basis as well, in order to eliminate the possibility of any sanctioned parties or boycotted countries in our extended supply chain. Arteco expects all suppliers to adhere to all applicable export regulations and economic sanctions.



# ARTECO'S SUPPLIER CODE OF CONDUCT



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