



MOORE

Code of conduct for suppliers

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INTRODUCTION AND SCOPE

At the Moore Group, we believe that good ethics and a strong commitment to corporate social responsibility and sustainable practices are essential.

Suppliers play an important role in successfully realising these ambitions. That is why the Moore Group has adopted the following Code of Conduct for Suppliers, which serves as a framework for the Moore Group's expectations of its suppliers with regard to responsible and ethical behaviour.

This Code of Conduct for Suppliers sets out our values and standards for our suppliers, i.e. any legal entity or person (including their employees, directors, representatives, agents and subcontractors) who directly or indirectly provide services or goods to the Moore Group (**Supplier** or **Suppliers**).

We expect our Suppliers and their representatives to comply with this Supplier Code of Conduct, to monitor compliance with it, and to select their own suppliers and partners accordingly.

The expectations set out in this Supplier Code of Conduct form an integral part of the agreements contained in the individual agreement that the Supplier concerned has entered into with an entity that is part of the Moore Group.

WORKING CONDITIONS

The Supplier undertakes to comply with all applicable legislation on working conditions, particularly in the following areas.



Equal opportunities and diversity

The Supplier shall value and promote a working culture in which equality, diversity and non-discrimination on the basis of, among other things, gender, sexual orientation, race, cultural and social background, disability, religion, age, nationality, education or political beliefs are central.

The Supplier shall not engage in sexist or other discriminatory employment practices, in particular with regard to recruitment, promotion, training, remuneration and benefits.

Child labour

The Moore Group has a zero-tolerance policy on child labour and respects all children's rights as promulgated by the United Nations. The Supplier shall not use child labour in any of its activities or facilities and shall fully comply with all applicable laws setting a minimum age for employment.

If it is established that children are working directly or indirectly for a Supplier, the Supplier must seek an adequate solution to end this child labour and support children to attend (and remain in) school until they reach the age of majority.

Forced or compulsory labour

Suppliers shall prohibit forced labour, including debt bondage or compulsory labour – i.e. work or services performed under threat of sanctions or on a non-voluntary basis – as well as any form of retention of identity documents, human trafficking or non-voluntary labour that violates fundamental human rights.

Suppliers' employees must be free to leave their employer with reasonable notice.

Freedom of association

The Supplier recognises and respects the right of employees to freedom of association, to form and join trade unions of their choice in a democratic manner, and to bargain collectively. Employee representatives shall not be discriminated against and shall have access to the workplace to carry out their duties.

Respect for the health, safety and welfare of employees

The Supplier values the individual and collective value that employees bring to the Moore Group. The Supplier promotes the personal development of its employees by providing them with a motivating and comfortable working environment that is adapted to their needs.

The Supplier complies with all applicable health and safety laws and regulations and ensures a safe and healthy workplace to prevent accidents and damage to health arising from, related to or occurring during work.

Employee remuneration and working hours

The Supplier shall comply with all relevant local laws and regulations regarding working hours, overtime, allowances and social benefits.



BUSINESS ETHICS

General compliance with laws

Suppliers shall act in accordance with all applicable laws and regulations when conducting activities for the Moore Group.

Human rights

The Supplier shall defend and respect the protection of human rights and undertakes to promote them in accordance with the Universal Declaration of Human Rights and the principles of the United Nations on human rights and labour relations.

Confidentiality and privacy

Suppliers who may have access to confidential information relating to the Moore Group undertake to respect the confidentiality of this information, both during the agreement and after its termination. It is therefore expressly prohibited to disclose, directly or indirectly, the Moore Group's commercial strategies, financial data, customer data, employee data, databases, forecasts, opportunities, plans, etc. to any third party.



Suppliers must comply with all applicable laws and regulations relating to data protection and information security, in particular with regard to personal data they receive in the context of their business relationship with the Moore Group.

Fraud, corruption and bribery

The Moore Group has a strict zero-tolerance policy with regard to fraud, bribery and corruption. The Supplier shall adhere to the highest moral and ethical standards and shall not tolerate any form of fraud, corruption or bribery.

Suppliers shall refrain from offering, requesting or accepting anything of value with the aim of improperly influencing the recipient in order to gain an unfair advantage.

The Supplier shall comply with regulations against money laundering and terrorist financing and shall not engage in or cooperate with any acts prohibited by these regulations.

Fair competition and antitrust laws

The Supplier shall make every effort to avoid anti-competitive practices. It shall not be party to any agreements that have the object or effect of preventing or restricting competition and shall refrain from any conduct that infringes applicable national and international competition law.



ENVIRONMENT

The Supplier shall conduct its business with respect for the environment and comply with all applicable regulations in the countries in which it operates, in particular with regard to obtaining and maintaining the required environmental permits and authorisations.

The Supplier shall promote the development and use of environmentally friendly technologies and shall, as far as possible, limit harmful emissions to the environment that have an impact on humans, animals, air, water and/or soil.

MONITORING AND COMPLIANCE

The Moore Group expects Suppliers to monitor ongoing compliance with the Supplier Code of Conduct and to identify and correct any problems.

The Moore Group reserves the right to conduct audits and evaluations to verify that its Suppliers are complying with this Supplier Code of Conduct.

In the event of reasonable doubt about compliance with the Supplier Code of Conduct, the commercial relationship between the Moore Group and the Supplier concerned may be suspended until an investigation has been carried out, without the Supplier being entitled to compensation. In the event of proven non-compliance, the Moore Group reserves the right to terminate the commercial relationship with the Supplier concerned, without the Supplier being entitled to compensation.



Moore. Entrepreneurs, just like you.

