



CODE OF CONDUCT FOR SUPPLIERS

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As a Leading Engineering, Procurement, and construction company, Lambert Electromec Ltd is firmly dedicated to upholding the highest ethical standards when dealing with third parties, in this regard, suppliers. It has therefore developed this Suppliers' Code of Conduct to aid its suppliers in delivering quality in all business transactions.

The procurement ethics of Lambert Electromec Ltd are designed to eliminate conflict of interest and corruption and promote transparency such that the supplier's capabilities, level of accountability, and the extent of their compliance with the internationally recognized procurement principles will be visible in every transaction.

Hence, to promote fruitful working relationships with Lambert Electromec Ltd., suppliers are strongly advised to understand and get accustomed to this Code of Conduct.

On Conflict of Interest and Corruption

Lambert Electromec Ltd expects all suppliers involved in business to uphold the highest ethical standard when aiming to sell their products and/or services. Lambert's rule against corruption and unacceptable business practices must be strictly followed and these include;

- Eradication of favoritism; offering cash, products, and/or service to any staff of Lambert Electromec Ltd in exchange for information, recommendation, or favor to enhance business deals. This shall be termed bribery and would have negative consequences on the supplier's reputation and operations as the company sees fit.
- Declaration of any relationship between the staff of both companies involved in business dealings. If the supplier has any staff whose relation is also in Lambert Electromec Ltd, it must be stated clearly. Hence, failure to declare will be deemed a conflict of interest and can lead to the blacklisting of such supplier with the possibility of legal actions being carried out against them.
- Avoidance of the issuance of gratuity. Under no circumstance shall a supplier overtly or covertly agree or promise to give a gratuity to any staff of Lambert Electromec Ltd either by their free will

or upon the staff's request.

- Notification of solicitation. Suppliers must bring the attention of Lambert Electromec to any form of solicitation or gratification carried out by its staff for personal or any reason whatsoever.

Suppliers' Declaration

Lambert Electromec Ltd has mandated its suppliers to sincerely state and guarantee that;

- There shall be no joint dealings with other vendors when bidding for a contract.
- There shall be constant and continuous maintenance of the highest quality and integrity across all business transactions.
- Only products with appropriate and satisfactory quality shall be supplied to Lambert Electromec Ltd.
- Lambert Electromec shall first give approval to the supplier to outsource any product or service before such action is taken.
- All rules and procurement policies shall be taken into consideration when transactions are being carried out.
- It shall be well equipped with the required skills, tool sets, and business environment to carry out its commitments efficiently.

Suitability of the Code of Conduct

All Suppliers and any organization authorized by Lambert to act on the supplier's behalf are subject to this Code of Conduct.

Adherence to the Code of Conduct

With the permission of the suppliers, Lambert Electromec Ltd will carry out effective monitoring of their level of compliance with this Code of Conduct through:

- Inspections; scheduled and impromptu visits to the business environment of the suppliers.
- Inquiries; quick, timely response to any questions or action queried by Lambert Electromec Ltd with regard to the implementation of the Code of Conduct.
- Interviews; which would be conducted separately for the supplier's management and staff.

Well Established Mediums for Communication

In a bid to promote confidentiality while being responsible, Lambert Electromec Ltd designed a fully secured means of communication to grant its suppliers the freedom to express their concerns or report any violation of conduct carried out by any employee. Suppliers can hereby contact Lambert's Procurement and Supply Unit via this email address: Purchasing@lambertelectromec.com

Retribution

When a supplier violates the code of conduct, Lambert Electromec Ltd will be compelled to take certain measures against the supplier. The severity, type of violation, and level to which the supplier commits to upholding the Code of Conduct will determine the contractual or legal measures to be taken by Lambert. Here are some of but not limited to the actions that can be taken against the supplier.

- Official warnings against the non-compliance and the risks involved
- Suspension of procurement transactions after two consecutive violations
- Termination of contract without formal notice.

All information or complaints from suppliers, including their identities and contents, will be handled in complete confidence. However, in the event that a concerned supplier reaches out and reports to Lambert Electromec Ltd before or during the course of a suspected activity and/or a potential infringement, any kind of counter-attack or retaliation meted out to such supplier will be highly kicked against. This may possibly lead to termination of employment and harassment of the target individual by facing disciplinary actions as decided by Lambert Electromec Ltd.