

# IDEXX Supplier Code of Conduct

## Introduction

At IDEXX, we recognize the importance of credibility, integrity, and trustworthiness to our continued success. These principles are part of our core values. Adhering to these principles will allow us to meet stakeholder expectations. The code of conduct serves as a foundation for our company's Supply Chain policies, procedures, and guidelines and sets minimum requirements for business conduct. IDEXX expects its suppliers to operate in a socially and environmentally responsible manner.

The code of conduct has been developed based on the International Labour Organization (ILO) core conventions, the United Nations (UN) Guiding Principles for Business and Human Rights, and other industry best practices.

We expect suppliers to be familiar with this code. Please read this code carefully. Violations of this code may jeopardize the supplier's business relationship with IDEXX, up to and including termination. We reserve the right to audit supplier compliance with this code and to require a supplier to implement a corrective action plan.

Suppliers are required to follow any additional requirements contained in any other agreement, policy, or procedure of IDEXX.

## Scope of Application

The provisions set forth in this code provide the minimum standard expected of suppliers to IDEXX. The code provides the foundation for ongoing evaluation of our supply chain business partners and their social and environmental compliance practices. Suppliers are encouraged to exceed the standards of the code. In addition, as international and industry best practices continue to develop, IDEXX expects suppliers to take these into account as part of their social and environmental compliance programs. Suppliers are expected to encourage their own suppliers to meet the principles of this code. IDEXX understands that achieving some of the below mentioned standards would be dynamic rather than static process and hence encourages its suppliers to continually improve their workplace conditions accordingly.

## Code of Conduct Guidelines

### Compliance with Laws

IDEXX expects all its suppliers and their designated manufacturing facilities to fully comply with all applicable national and/or local laws and regulations. In addition, IDEXX's own code of conduct and policies must be followed where they exceed applicable legal requirements. These laws and policies include but are not limited to those related to labor, immigration, health and safety, and the environment.

### Hiring and Employment Practices

#### Employment Contracts

IDEXX expects that all workers, including migrant workers, shall be provided with written contracts of employment in their native language clearly indicating their rights, responsibilities, and conditions of employment. The contracts must also include clear and complete information in respect of wages, benefits, working hours, locations of the work-related hazards, living/housing conditions, and other employment conditions.

## **Employee Awareness and Training**

IDEXX expects suppliers to make all employees aware of their rights and responsibilities at the time of hire. This may be done through training programs like new hire orientation.

## **Child and Juvenile Labor**

IDEXX requires all suppliers to have an age verification system implemented at the time of hire. The following should be taken into consideration and whichever is highest must be complied with:

- Children must be above 14 years of age or,
- the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or
- the age of the end of compulsory schooling in that country or countries

The supplier shall also take all appropriate precautions to ensure that young/juvenile workers, under the age of 18, are protected from working conditions that could pose a danger to their health, safety, or development. This includes restrictions on night work, any job function considered hazardous, etc. The supplier shall obtain and retain necessary authorizations, like permits/medical check-up records, for all young/juvenile workers and pay the appropriate minimum wages, overtime, and legally entitled bonuses to them.

## **Working Hours**

IDEXX expects that no workers shall be required to work more than the number of hours permitted by the national law. In absence of national law, normal working hours shall not exceed eight hours per day and 48 hours per week. In case of overtime, the total working hours shall not exceed 60 hours per week. All overtime shall be purely voluntary, unless part of a legally recognized collective bargaining agreement.

## **Subcontracting of Labor**

It is required that all subcontracting must be disclosed to IDEXX by each supplier, in writing. Companies should, wherever possible, directly hire workers. When the subcontracting of employees is necessary, companies shall ensure that the labor agencies engaged in sub-contracting operate legally, are certified or licensed by the competent authority in their country of operation, and do not charge recruitment fees payable by employees.

## **Recruitment Fees**

IDEXX prohibits charging of any kind of recruitment fees to workers, directly or indirectly, in whole or in part. In case of migrant labor, this includes costs associated with travel to the receiving country and processing official job-related documents and work visas in the host country.

## **Compensation and Benefits**

IDEXX requires that all workers shall be paid at least the minimum wage as required by national law and shall be provided all legally mandated benefits such as holiday leave and public holidays. Wage payments shall be made at regular intervals and paid directly to workers, in accordance with applicable law. Wages shall not be delayed, deferred, or withheld. Suppliers shall also ensure that appropriate pay slips are provided to the workers and records of such payments are maintained.

IDEXX prohibits any deception in wage commitments, payment, advances, and loans. Deductions, advances, and loans from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations, or collective agreement. Suppliers should inform the workers concerned of such deductions at the time of each payment.

Additionally, no worker shall be required to lodge any type of monetary deposits, as a condition of obtaining or retaining employment or for any other purpose like purchase of PPE equipment.

## Worker Treatment

### **Worker Discipline**

IDEXX expects suppliers to maintain a workplace environment that treats all employees with dignity and respect and is free of any form of harsh or inhumane treatment. Disciplinary policies and procedures should be clearly defined and communicated to all workers. The facility may not practice any inhumane disciplinary measures like corporal punishment, mental or physical coercion, or verbal abuse of workers. The use or threat of physical or sexual violence, harassment, and intimidation against a worker should be strictly prohibited. Disciplinary procedures may not include sanctions that result in wage deductions, reductions in benefits, or compulsory labor.

### **Discrimination**

IDEXX requires that a supplier's workforce be treated fairly, without regard to sex, age, color, creed, gender, race, religion, pregnancy (including childbirth, breastfeeding or related medical conditions), gender identity or expression, sexual orientation, marital status, HIV status, ancestry, national origin, citizenship status, veteran status, military status, physical or mental disability/medical condition, genetic information, or any other characteristic or category protected by applicable law.

### **Human Trafficking and Forced Labor**

IDEXX strictly prohibits human trafficking in all operations associated with subcontractors, suppliers, and agents. Workers shall not be subject to any form of forced, compulsory, bonded, or indentured labor. All workers must work voluntarily and shall have the freedom to terminate their employment at any time, upon giving reasonable notice. Confiscating, destroying, withholding, or otherwise denying workers' access to their identity or immigration documents, such as work permits and passports, is strictly prohibited.

### **Freedom of Movement**

IDEXX requires that workers' freedom of movement not be restricted under any circumstances. In addition, they shall never be physically confined to the workplace or related premises, such as employer- or recruiter-operated residences.

### **Freedom of Association and Collective Bargaining**

Employees must be free to organize, defend their interests, and to bargain collectively. Suppliers must allow workers to form and join unions of their choice and to carry out trade union activities.

### **Grievance Mechanism**

IDEXX expects suppliers and their facilities to have an effective, confidential grievance process established so that any worker, acting individually or in groups, can submit a grievance without suffering any prejudice or retaliation. The grievance procedure shall include an appeals process for workers who disagree with how a grievance is resolved. Grievance mechanisms shall be available in the worker's native language and include the ability to report grievances anonymously.

## Health and Safety of Workplace, Dormitories, and Canteen

IDEXX requires that facilities, dormitories, and canteens comply with all applicable laws and regulations regarding working conditions and that suppliers provide workers with a safe and healthy environment, including adequate heating, air-conditioning and ventilation systems, reasonable personal space, first aid supplies, and emergency exits. The safety requirements shall include, but are not limited to, limiting risk from machinery, equipment, occupational hazard, building, fire, natural calamity, chemical, physical and biological substances, and other risks that can impact health of the employees. In addition, workers shall have unrestricted access to necessities, such as clean drinking water and toilets, during both work and non-work hours at the work site or dormitories.

## Environment

IDEXX requires suppliers to ensure that facilities comply with environmental laws, including all laws related to waste disposal, air emissions, discharges, toxic substances and hazardous waste disposal. IDEXX encourages suppliers to proactively implement measures that go beyond legal requirements to reduce the environmental impact of their operations.

## Ethical Conduct

IDEXX expects its suppliers to adhere to the highest standards of moral and ethical conduct. Suppliers must respect local laws and not engage in any form of unethical practices, including but not limited to extortion, fraud, or bribery whether in dealings with public officials or individuals in the private sector.

## Reporting Misconduct

Suppliers and other stakeholders are encouraged to report to IDEXX any behaviour or activity that they believe in good faith violates a law or this code through the IDEXX Ethics Hotline at [idexx.com/ethics-hotline](https://idexx.com/ethics-hotline). Reports will be treated as confidential to the extent possible (and may be submitted anonymously where permitted by law).