

**N-SIDE**  
OPTIMIZING YOUR DECISIONS



# Supplier Code of Conduct



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## Message from the CEO

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### Dear Valued Supplier,

In our commitment to embrace the importance of Corporate Social Responsibility, we have chosen to strive to reach the highest levels of corporate ethics and integrity by ensuring transparency and enforcement of these principles to all of our Suppliers. Our aim towards continuous growth, innovation and sustainability can only be achieved by a continuous working activity that is inspired by these values, both within our business and through our valued supply chain.

This code provides the standards for company conduct underlying the same commitment towards integrity that is already a core value at N-SIDE. Please take inspiration from the principles contained within this code and observe them while fulfilling engagements with N-SIDE.

Ethical shortcuts in any way or form will not be permissible, as we strive to ground our business relationships on the content you will find in this Code which we truly believe is a key factor to our mutual success.

I wish to thank you in advance for your efforts to comply with the principles included in this Code and look forward to a successful business engagement based on mutual trust, honesty and integrity.

*Jacques Parlongue*



## N-SIDE Core Values

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### **COLLABORATION**

We believe in partnership and working together where everyone is trusted, respected and listened to.

### **INNOVATION**

We drive innovation to create solutions for tomorrow's world.

### **DIVERSITY**

We embrace diversity and value differences between people.

N-SIDE strives to be an environment inclusive of all, enabling a rich culture for innovation.

### **PASSION**

We are passionate people who are always striving to reach the next level.

### **COMMITMENT**

We feel accountable to each other, our clients and to a better world.

### **TRANSPARENCY**

We have an open culture where everyone contributes authentically.

### **FUN**

We enjoy working in a relaxed environment where we always welcome a touch of fun!

## Why a Code of Conduct?

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The intention of this supplier code of conduct (hereafter referred to as the “**Code of Conduct**” or the “**Code**”) is to specify the corporate standards of behaviour and ethical responsibility, as well as the set of principles deemed essential by N-SIDE in its own supplier network.

Through this Code, N-SIDE therefore addresses its suppliers (hereafter referred to as “**Supplier/s**”) to ensure that they operate in full compliance with this Code and with any laws in force. Suppliers will act responsibly in all aspects of a commercial, qualitative, environmental, ethical and safety nature, while conducting their own business and while cooperating with N-SIDE, respecting the standard for working conditions and applicable regulations.

The requirements laid down by this Code constitute the minimum level required by N-SIDE from all of its Suppliers. Where this Code and the Supplier’s local legislation are not in conflict, the Supplier is required to observe both.

## Addressees of the Code

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This Code of Conduct is applicable to all Suppliers, including any of its affiliates, thereby inclusive of all persons, companies, suppliers and/or third parties operating directly or indirectly with the Supplier.

## Supplier Responsibility

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N-SIDE expects that its Suppliers will agree with and share all the principles set out in this Code of Conduct. The degree of compliance and acceptance of this Code of Conduct is considered by N-SIDE while evaluating possible suppliers.

It is Supplier’s responsibility to ensure that its own staff, at all levels, is aware of and complies with the principles set forth in this Code of Conduct.

# N-SIDE Code of Conduct

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## 1. Compliance with applicable regulations

N-SIDE expects its own Suppliers to be aware of and observe all applicable legislation.

Awareness and observance of legal requirements in force are fundamental elements for a Supplier to be considered compliant with the regulations of this Code of Conduct.

Suppliers are required to:

- comply with applicable legislation concerning human rights, labour rights, working conditions, health and safety, environment, taxation aspects and anti-corruption measures;
- acquire all authorisations, permits and registrations which are mandatory pursuant to applicable legislation;
- be able to provide proof, if required, of compliance with the requirements of applicable legislation.

## 2. Working conditions

The Supplier undertakes to observe the applicable regulations covering the relationship between employers and employees. Such undertaking concerns all employees and is intended to ensure full compliance with legislation concerning working conditions.

Below is a list and brief description of some principles considered by N-SIDE as fundamental and essential.

### ***Forced labour***

The Supplier undertakes not to make use of or take benefit from the use of forced or obligatory labour.

### ***Prohibition on employment of minors***

The Supplier undertakes not to use or take advantage from the employment of minors.

### ***Working hours***

The Supplier undertakes to observe the employee's right to exercise normal or agreed working hours, as established by applicable law. Weekly rest periods and paid annual holidays shall be guaranteed as established by applicable law. All employees must have the right to nationally agreed leave, including sick leave and parental leave.

### ***Pay and health service benefits***

Salary and other forms of compensation are paid by the Supplier in compliance with the applicable law.

### ***Right to humane treatment***

The Supplier undertakes to apply all necessary measures intended to prohibit behaviour and treatment falling in the category of mobbing, molestation, abuse, physical or mental coercion, threats and similars.

### ***Freedom of association and right to collective bargaining***

The Supplier must respect the right of all employees to choose whether they wish to join a trade union or not and whether they wish to take part in collective negotiations, without this choice giving rise to retaliation, threats or harassment. In countries where the right to join a trade union is restricted, the Supplier must endeavour to create an environment in which management and employees can discuss issues around pay, working conditions and work environment in a constructive way. Supplier undertakes to respect the employee/s freedom of opinion and expression, including any concern regarding working conditions, without fear of being subjected to reprisal or intimidation.

### ***Prohibition on discrimination***

The Supplier must strive to promote diversity, equality and equal treatment. The Supplier must not tolerate discrimination, harassment, bullying or physical or verbal abuse. Discrimination based on nationality, gender, religion, age, social or ethnic origin, disability, political opinions, trade union activities or sexual orientation is not permitted. Employees who raise concerns regarding the company's operations must not be discriminated against.

### ***Non Solicitation***

The Supplier undertakes not to hire and/or offer work opportunities, either directly or indirectly, to any employee of N-SIDE, for the whole duration of the contractual relationship and for the following twelve months thereafter.

### 3. Health and safety

The Supplier undertakes to develop, implement and maintain health and safety policies based on applicable law and legislation. This is intended to promote and maintain at the highest level the physical, mental and social well-being of employees and to prevent any harm to health caused by working conditions.

Below is a list and brief description of the principles which are required to be implemented.

#### ***Safety in the workplace***

The Supplier shall analyse and control risks to health and safety generated by its operations. It undertakes to provide its employees and third parties, where required, with adequate, essential safety measures.

#### ***Readiness for emergencies***

The Supplier shall identify, assess and keep under control potential situations and cases of emergency and lay down appropriate procedures for reaction.

#### ***Professional accidents and diseases***

The Supplier shall (i) record and investigate all accidents and problems relating to health and safety, to reduce them to a minimum or eliminate them; (ii) constantly monitor all risks connected with its own operations and (iii) encourage its own staff to promptly give warning of risks to health and safety which they could notice.

### 4. Environmental Responsibility

The Supplier acknowledges the role that environmental responsibility holds in the decisions and operations that it carries out, as any operations have an impact on the environment. Suppliers will comply with all applicable environmental regulations and all required permits, licenses and registrations will be obtained, maintained and kept up-to-date. Below is a list and brief description of the principles which are required to be implemented by the Supplier.

#### ***Compliance with legal requirements***

The Supplier undertakes to determine, apply and monitor the mandatory legal requirements regarding its own environmental aspects.

### ***Prevention of pollution***

If and as applicable, the Supplier undertakes to prevent pollution by improving its environmental performances. The Supplier undertakes to implement procedures, techniques, materials, products, services and energy sources that will as much as possible avoid, reduce or keep under control the production, emission or disposal of any type of pollutant or waste.

### ***Sustainable use of resources***

The Supplier undertakes to implement measures for efficient use of resources, in order to reduce consumption of energy, water and other resources, while taking account of indicators of best practices and other references.

### ***Waste management***

The Supplier undertakes to implement as much as possible measures that will (i) prevent pollution and generation of waste; (ii) make use of a hierarchy of waste management to ensure proper management of unavoidable waste.

### ***Restrictions on the content of products***

The Supplier must observe the requirements of applicable laws regarding prohibition or limitation of specific substances which may be contained within its products.

## **5. Ethical principles**

N-SIDE adopts company procedures based on integrity, honesty, correctness and observance of all applicable legislation. N-SIDE requires its Suppliers to carry on their business in an ethically correct manner and behave with integrity.

Below is a list and brief description of the principles which are required to be implemented.

### ***Honesty***

The Supplier undertakes to operate in accordance with the principle of maximum honesty.

It must ensure that its staff, representatives, suppliers and collaborating sub-suppliers are aware of the ethical significance of their actions and do not pursue personal or company gain, regardless of applicable laws and regulations in force.

The Supplier undertakes to oversee that all operations are carried out with transparency and all is available in accounting entries and statements.

### ***Correctness of business operations, advertising and competition***

The Supplier undertakes to carry on its operations in a manner that will not harm nor potentially damage the brand name and image of N-SIDE and is consistent with applicable legislative measures regarding competition. All operations and advertising must be based on the respect of confidentiality criteria.

### ***Gift Policy***

The Supplier shall not, either directly or indirectly, offer gifts to N-SIDE's employees or anyone closely related to these unless the gift is of modest value. No monetary gifts are to be given. Gestures of politeness, such as social events, meals or entertainment may be offered if there is a business aspect involved and the cost is kept to a modest level.

### ***No unfair advantage***

The Supplier undertakes to ensure that bribes and other methods of obtaining unfair or illicit advantages are neither offered nor accepted.

### ***Disclosure of information***

The Supplier undertakes to disclose all information regarding its operations, results obtained, its structure and its financial situation in full transparency and in compliance with the laws and regulations in force.

### ***Intellectual property***

The Supplier commits to comply with any applicable legislation in force, to respect any intellectual property rights and implement procedures to safeguard such rights when transferring technologies and know-how. The Supplier specifically commits to not infringe any of N-SIDE's intellectual property rights.

### ***Confidentiality***

The Supplier must protect the confidentiality of information and technologies belonging to N-SIDE and all those coming into its possession.

The Supplier shall require its staff and collaborators to maintain maximum confidentiality for information of a confidential nature acquired from N-SIDE.

### ***Privacy***

The Supplier must ensure and guarantee full observance of any applicable regulations concerning the protection of personal data.

## 6. Subcontractors

If a Supplier uses subcontractors, the Supplier is obliged to apply these ethical guidelines of the Code to its subcontractors and contribute to the subcontractors complying with them.

## 7. Prohibition on reprisals

The Supplier must encourage its employees to report any behaviour that is considered illegal or not compliant with regulations.

The Supplier must forbid any reprisals against any employee whatsoever who may have reported transgressions in good faith, while protecting, at the same time, the rights of persons subject to complaint.

## About N-SIDE

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N-SIDE is an innovative software consulting company in advanced analytics designing optimization solutions for Life Sciences and Energy management.

From strategy down to operations, N-SIDE leverages the value of your data and business knowledge into decision-making power. Our cloud-based custom solutions use cutting-edge technologies such as machine learning and powerful algorithms to solve the most complex industry challenges and turn them into opportunities.

We empower organizations with agility and data-driven decisions to optimize processes and use resources wisely while efficiently managing risk and maximizing profits. We ensure our customers are ahead of the game!

N-SIDE optimizes decisions of some of the largest companies around the world, across a vast range of industries: Pharmaceuticals, Power Exchanges, TSO's and DSO's, etc.

N-SIDE is a Certified B Corporation™. It means we meet the highest standards of verified social and environmental performance, accountability and transparency to balance purpose and profit.

[www.n-side.com](http://www.n-side.com)

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