

## **SUPPLIER CODE OF CONDUCT**

BTD has a long history of conducting its businesses in a manner consistent with high standards of social responsibility. In order to continue promoting this goal in the future, BTD is requiring that each supplier (individually a “Supplier” and collectively “Suppliers”) comply with the following code of conduct (“Code”), and each Supplier may be asked to acknowledge its compliance with the Code. The principles and values expressed by the Code reflect BTD’s ongoing commitment to social responsibility and human dignity.

### **Labor**

- (a) Suppliers must not utilize involuntary labor of any type. This shall include, but not be limited to, forced, indentured, and bonded or prison labor.
- (b) Suppliers must not utilize child labor. For purposes of the Code, a “child” will be considered any person younger than (i) fourteen (14) years old; (ii) the minimum age for completing compulsory education in the country of manufacture; or (iii) the minimum age for employment in such country, whichever is the highest.
- (c) Suppliers must treat each of their employees with respect and dignity. As such, Suppliers shall not subject any employee to physical, sexual, verbal or other forms of harassment, coercion or abuse.
- (d) Suppliers shall not subject any employees or applicants for employment to unlawful discrimination.
- (e) Suppliers must pay each of their employees at least the minimum wage, and supply the minimum benefits, required by applicable local laws. In the absence of applicable local laws, Suppliers shall provide minimum wages and benefits consistent with industry practice in such location.
- (f) Suppliers shall comply with all applicable health, safety and welfare laws, rules and regulations, and shall provide a safe working place for their employees. Suppliers must have and implement effective programs to promote the foregoing.

### **Environment**

Suppliers should strive to minimize impact on the environment from their operations and, at a minimum, must operate in compliance with applicable environmental laws, rules, regulations and ordinances.

### **Business Ethics**

BTD expects each of its Suppliers to conduct its business subject to high ethical standards. At a minimum, each Supplier must conduct business in accordance with all applicable laws, rules and regulations regarding business ethics, including those dealing with bribery or other prohibited business transactions.

### **Compliance**

Suppliers must maintain documentation reasonably necessary to evidence compliance with this Code. Such documentation must be made available to BTD upon reasonable advance written request. Failure to comply with this Code may subject a Supplier to possible termination of its business relationship with BTD.