

# Vicair Code of Conduct

Our Code of Conduct defines our values at work and guides our behaviours to deliver high quality seating and positioning products. By following the principles of the Code, we will succeed collectively, as a company and as individual employees. And we will build trust with customers, suppliers, communities, and each other.

## Purpose

This Code of Conduct sets out essential rules and provides guidance to ensure that we act with integrity, consistent with laws, regulations, and policies that govern us.

Vicair's Code of Conduct reflects our values through clear and simple direction for all our employees and business partners.

## Applicability

The Code of Conduct applies to all Vicair employees. Vicair will also try to ensure that third parties such as suppliers, representatives, and other contractors commit to the same values and principles as those in the Vicair Code of Conduct.

## Labour, health & safety

Vicair is committed to ensuring that all employees work in an environment that promotes diversity and where there is mutual trust, respect for human rights and equal opportunity, and no unlawful discrimination or victimisation.

All employees are provided with fair wages that meet or exceed legal minimum standards or appropriate industry standards, and that remuneration terms established by legally binding collective agreements are implemented and adhered to.

Vicair respects employees' rights to form and join a legally recognised union of their choice or any other body representing their collective interests.

Vicair complies with local legal requirements in relation to short-term, casual or agency employees.

All employees must be enabled to discuss any situation where they believe they have been discriminated against or treated unfairly or without respect or dignity.

Vicair forbids the use of child labour, forced labour, compulsory labour, slavery, prison labour, indentured labour, bonded labour or use corporal punishment or other forms of mental and physical coercion as a form of discipline in the supply chain.

Vicair maintains a safe, healthy and secure work environment. We expect our suppliers, contractors, and other business partners to meet the same standards and place equally high priority on health, safety, and labour conditions in their operations.

## Environment

Vicair understands that environmental responsibility is necessary if we hope to preserve our world for generations to come. Our commitment to contribute positively to the environment is important to our company. We also expect our business partners and suppliers to share our commitment to the environment.

Vicair seeks to prevent pollution and to reduce the environmental impacts of our products and services during design, procurement, manufacturing, use, and end-of-life. We meet all applicable environmental laws, regulations and permit conditions.

Suppliers are expected to provide goods and services that do not negatively impact human health and the environment. Suppliers should, at a minimum, comply with all statutory and other legal requirements relating to the chemical content of their product.

## Business Practices

Vicair is committed to compliance with the law, rules and regulations of the countries in which we operate. We are committed to complying with local laws, regulations and codes and to working fairly and honestly with government officials and others in our communities.

We operate in many diverse environments where certain activities are an expression of politeness or a reflection of societal and/or cultural practices. But a gift or favor should not be accepted or given if it might create a sense of obligation, compromise our professional judgment or create the appearance of doing so. In deciding whether a gift is appropriate, you should consider its value and whether public disclosure of the gift would embarrass you or Vicair.

Vicair takes a strong stance against corruption and bribery consistent with the anti-bribery and anti-corruption laws that exist in many countries around the world. We demand the same from our business partners. We strictly prohibit bribes, fraudulent conduct, kickbacks, illegal payments and any other offer of items of value that may inappropriately influence or secure an improper advantage with a government official, healthcare professional or customer.

During the course of employment at or business dealings with Vicair, parties may gain some knowledge and information that is non-public and belongs to Vicair. Partners are trusted with maintaining the confidentiality of this valuable information.

Our actions must meet high ethical and legal standards and in our business dealings we expect our partners to adhere to business principles consistent with our own.

In the course of conducting business, we comply with applicable laws on privacy and expect the same from our business partners.