

# Supplier Code of Conduct

## Mission Statement

Salute is committed to conducting our business lawfully and ethically. We built our culture around serving those who have served their country. In that spirit, Salute fosters a workplace where respect for human rights, the safety of our team and inclusivity are paramount. Along with our dedication to our team, we believe in operating with integrity, ethics, and sustainability as a service provider.

## Supplier Conformance

- **Obligations:** In addition to Salute code, suppliers must act in accordance with all applicable laws; legal regulations, mandates, and guidelines; and all requirements set forth in any contract a supplier may have with Salute.
- **Disclosure:** Suppliers will accurately disclose information regarding their labor, health and safety, environmental practices, business activities, structure, financial situation, and performance, in accordance with prevailing industry practices.
- **Transparency:** Salute holds its subcontractors and suppliers to the same standards we abide by; to keep and maintain complete and accurate records about working conditions. Information demonstrating compliance with requirements for labor, health and safety must be disclosed in accordance with applicable regulations and upon Salute's request.
- **On-Site Work:** Suppliers using our properties or facilities will comply with all of our applicable policies and requirements.

## Privacy

### Personal Information

Salute suppliers must identify and maintain compliance with all applicable national and international privacy legislation. Salute is committed to respecting and protecting the privacy of individuals with whom we come into contact, including our employees, clients, suppliers and vendors, our investors and those individuals who browse and use our website.

Personal identifiable information (PII) is information that can be used to identify or contact an individual. PII includes, but is not limited to, name, home address, email address, phone number, government issued ID (i.e. SSN, SIN, driver's license number), and health and benefits information.

Suppliers for Salute may come into possession of PII and must know how to properly handle and protect such information. Information Owners must continually assess the manner in which they collect, use, transfer and store PII and develop practices and procedures that are in line with and support the Information Security Policy.

## Labor and Human Rights

Unrestricted opportunity is vital to Salute culture. All suppliers are required to adopt practices which are at least as stringent. Abiding by international laws, we reference several sources for the fair and ethical employment of all individuals, from US Equal Opportunity laws to the OECD Guidelines for Multinational Enterprises and the UN Guiding Principles on Business and Human Rights. We are diligent in our recruitment of both able and underserved groups. Salute vows to always hire individuals regardless of race, national origin, religion, sex, age, disability, sexual orientation, or gender identity.

Salute will not tolerate the use of child labor. Our employees and the employees of our subcontractors are no less than 18 years of age and have a high school education or equivalent.



## **Human Trafficking and Slavery**

Salute is committed to a work environment free from human trafficking, forced labor and unlawful child labor (“human trafficking and slavery”). Salute and its suppliers will not knowingly use unlawful child labor or forced labor in any of the products and/or services we provide, nor will we accept products and/or services from vendors/suppliers that employ or use child labor or forced labor.

## **Wage Responsibilities**

We believe it is our responsibility to work closely with our business partners to monitor and promote continuous improvement in working conditions, including fair and on-time payment of wages.

Our vendors are required to pay legally required compensation, including overtime and benefits, and we encourage our vendors to regularly evaluate whether workers earn enough to meet their basic needs and the needs of their families.

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

Workers are permitted to associate freely, bargain collectively, and seek representation in accordance with local laws. Suppliers are expected to permit workers to openly communicate and share grievances with management about working conditions without fear of retaliation or harassment.

## **Grievance Mechanism and Whistleblower Protections**

Salute expects all employees and subcontractors to protect worker whistleblower confidentiality and prohibit retaliation against workers who report workplace grievances.

## **Environmental**

Salute is dedicated to growing and operating our activities in a transparent and innovative manner that is socially and environmentally responsible with full respect to the community in which these activities take

place. We expect all suppliers to strive for the same environmental goals; minimize environmental impacts concerning our activities, products, and services.

To minimize environmental impacts concerning our activities, products, and services, we shall:

- Comply with applicable legal requirements and other requirements to which Salute subscribes, which relate to its environmental aspects.
- Prevent pollution, reduce waste, and minimize the consumption of resources.
- Educate, train, and motivate employees to carry out tasks in an environmentally responsible manner.
- Encourage environmental protection among suppliers and subcontractors.
- Continually improve over time by striving to measure our environmental impacts and by setting goals to reduce these impacts each year.

## Health and Safety

We, Salute, are committed to reducing the risk related to Occupational Health and Safety of our workers. Our expectation is that all vendors abide by Salute's Health and Safety practices, applicable laws and regulations and actively participate in the identification and remediation of potential hazards in working areas and on work sites. Suppliers will participate in any emergency preparedness activities and work with Salute to identify and plan any additional emergency response procedures as necessary.

## Ethics

### Anti-Bribery

At Salute, bribery and corruption are not only against our company values; they are illegal and can expose both the employee and the company to fines and penalties, including imprisonment and reputational damage.



At Salute, bribery is never permitted and is not an acceptable practice for our suppliers. We will not seek to influence others, either directly or indirectly, by offering, paying, or receiving bribes or kickbacks, or by any other means that is considered unethical, illegal or harmful to our reputation for honesty and integrity. Suppliers are expected to decline any opportunity which would place our ethical principles and reputation at risk. While certain laws apply only to bribes to government officials (domestic and foreign), this policy applies to non-government business partners as well.

### **Anti-Corruption**

Salute requires staff and subcontractors to comply with applicable anti-corruption laws, including the United States Foreign Corrupt Practices Act and the United Kingdom Bribery Act, and never bribe anyone on Salute's behalf. No one working for or with Salute shall offer, give, or promise anything of value, either directly or indirectly, to anyone to encourage them to act improperly or to reward them for doing so. Prohibited payments can take many forms, including but not limited to cash or cash equivalents, gifts, meals, and entertainment.