

## VENDOR PARTNER CODE OF CONDUCT

Room & Board has always chosen to associate with vendor partners that manage their business with the utmost integrity. As the world grows more complex, we are obligated by the California Transparency in Supply Chains Act to state the following policies. We have every confidence that our vendor partners have and will continue to meet or exceed the expectations listed below in our Vendor Partner Code of Conduct.

### LAWS AND REGULATIONS

Vendor partners must operate in full compliance with all applicable laws and regulations of the states and countries in which they operate and also exhibit full compliance with this code.

### SLAVE LABOR, FORCED LABOR, CHILD LABOR AND HUMAN TRAFFICKING

Room & Board's vendor partners will not use forced or involuntary labor of any type and will not engage in any child labor or human trafficking. Child labor is defined as any person employed under the age of 16, or under the minimum age for employment in the country they work in.

### WAGE AND BENEFITS

Room & Board's vendor partners must pay workers at least the minimum compensation required by local law and provide all legally mandated benefits. In addition to payment for regular hours of work, workers must be paid for overtime hours at such premium rate as is legally required or, in those countries where such laws do not exist, at least equal to their regular hourly payment rate. In addition, vendor partners must provide accident insurance to their workers for work-related accidents and compensation for work-related accidents resulting in permanent disability.

### WORKING HOURS

Room & Board's vendor partners will not exceed prevailing local work hours and will appropriately compensate overtime. Workers shall not be required to work more than 60 hours per week, including overtime, except in extraordinary business circumstances and with their consent. In countries where the maximum work week is less, that standard shall apply. Employees should be allowed at least one day off per seven-day week.

### NONDISCRIMINATION

Room & Board's vendor partners must ensure employment – including hiring, payment, benefits, advancement, termination and retirement – is based on ability and not on beliefs or any other personal characteristics such as color, race, caste, religion, age, maturity, nationality, social or ethnic origin, status, sexual orientation, gender, gender identity or expression, HIV, marital status, pregnancy, political affiliation, military service (veterans), union membership, disability or any other status or characteristic that is not related to the individual's merit or the inherent requirements of the job.

### RESPECT AND DIGNITY

Room & Board's vendor partners will treat all employees with respect and will not use corporal punishment, threats of violence or other forms of physical coercion or harassment.

### WOMEN'S RIGHTS

Room & Board's vendor partners will ensure women workers receive equal treatment in all aspects of employment. Pregnancy tests will not be a condition of employment. In addition, workers will not be forced to use contraception.

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### FREEDOM OF ASSOCIATION

Room & Board's vendor partners shall respect the legal rights of employees to join or to refrain from joining worker organizations, including trade unions. Vendor partners have the right to establish favorable employment conditions and to maintain effective employee communication programs as a means of promoting positive employee relations that make employees view third-party representation as unnecessary.

### HEALTH AND SAFETY

Room & Board's vendor partners will provide their employees with a safe and healthy workplace in compliance with all applicable laws and regulations. Consistent with these obligations, Room & Board's vendor partners must have and implement effective programs that encompass life safety, incident investigation, chemical safety, ergonomics etc., and provide the same standard of health and safety in any housing that is provided for employees. Vendor partners should strive to implement management systems to meet these requirements.

### PROTECTION OF THE ENVIRONMENT AND THE PLANET

Protection of the environment, nature and the planet is core to Room & Board's business practices and philosophies. At a minimum, Room & Board vendor partners must comply with all applicable environmental laws, regulations and standards, such as requirements regarding chemical and waste management and disposal, recycling, industrial wastewater treatment and discharge, air emissions controls, environmental permits and environmental reporting. Room & Board also encourages each vendor partner to find and implement additional improvements to reduce their carbon footprint and their overall impact on our environment and the planet.

### CONFLICTS OF INTEREST

Room & Board vendor partners must disclose any actual or potential conflict of interest, and discuss it with Room & Board's management. Any activity that is approved, despite the actual or apparent conflict, must be documented.

### COMMUNICATION

Room & Board vendor partners must prominently display, in the languages of workers and supervisors, the Room & Board Vendor Partner Code of Conduct and communicate it to workers and supervisors.

### MONITORING, RECORD KEEPING AND COMPLIANCE

Room & Board vendor partners must maintain documentation necessary to demonstrate compliance with Room & Board Vendor Partner Code of Conduct and must provide Room & Board with access to that documentation upon request. Room & Board reserves the right to monitor, review and verify compliance with this code.

Room & Board vendor partners are expected to take necessary corrective actions to promptly remediate any noncompliance with this Vendor Partner Code of Conduct. Room & Board reserves the right to terminate its business relationship with any vendor partner who is unwilling to comply with this code.