



Datasite takes pride in our reputation of conducting business activities in the highest ethical and professional manner. We expect all our suppliers to engage in responsible supply chain practices. As a Supplier you agree to comply with this Supplier Code of Conduct.

### **Human Rights**

You will comply with all internationally recognized human rights understood, at a minimum, as those expressed in the International Bill of Human Rights and the principles concerning fundamental rights set out in the International Labor Organization's Declaration on Fundamental Principles and Rights at Work. Datasite expects that you will not use involuntary labor, forced labor, or child labor.

### **Health + Safety**

You will provide a safe, healthy, and sanitary working environment and comply with all applicable health and safety laws and any other relevant laws where it operates.

### **Accurate and honest records**

You will maintain timely, accurate, and honest records. This helps us make responsible business decisions and disclose accurate and timely information to our stakeholders. If you provide technology or services to us, you will employ appropriate quality audit and compliance processes to help maintain the security and integrity of our systems and products.

### **Responsible Corporate Citizen**

You will ensure that your operations and the goods it manufactures comply with all applicable environmental laws, including laws and international treaties relating to (but not limited to) waste disposal, emissions, discharges, and hazardous and toxic material handling. We expect you to apply similar standards to your suppliers by shall carrying out appropriate due diligence of prospective associates that form any part of your upstream supply chain. As a minimum, the due diligence should include the following: investigations into prospective suppliers' stance, public statements, and actions on human rights, treatment of workers, bribery, ethical behavior, and environmental outlook.

### **Business Integrity**

Doing the right thing and acting with integrity at all times is a core part of Datasite's culture. We do not tolerate corruption in any form, and we expect the same from you. You will comply with all applicable competition laws including but not limited to those relating to teaming and information sharing with competitors, price fixing, and rigging bids.

### **Economic and Trade Sanctions**

Datasite and Datasite's suppliers shall remain in compliance with economic and trade sanctions requirements as outlined by the U.S. Office of Foreign Assets Control ("OFAC") and other economic and trade sanction laws in the countries which they operate.

### **Business Relationships and Business Gifts**

Gifts must be nominal in value, limited in frequency, and not received with the intent or prospect of influencing business decisions, other than to foster general goodwill. Employees may attend supplier-sponsored dinners, provided the event is not lavish and occurs in conjunction with business discussions in a way that would not be perceived by others as influencing actions or decisions. Tickets or fees paid for sporting, theater, concerts, or other events may be accepted by Datasite employees only if they are not lavish and upon their manager approval. We prefer that the supplier providing the gift attends the event with the Datasite employee. At Datasite's reasonable request, Datasite shall have access to supplier records for said expenses or gifts for purposes of an audit.

### **Datasite Information, Assets, and Interests**

You will: 1) protect and guard our reputation and any information or property we entrust to you, 2) protect any confidential information, including intellectual property, trade secrets, financial information, or other sensitive information shared with you, and 3) avoid any situations that may adversely affect our business interests.

### **Environmental, Social, and Governance (“ESG”)**

Datasite is committed to being a responsible global citizen and is currently developing a formal ESG policy and reporting to outline the importance of these initiatives along with the support and guidance of our employees, investors, suppliers, and other stakeholders. Datasite expects partners and suppliers to adopt and create similar policies and reporting.

### **Compliance**

Datasite requires all our Suppliers (and their subcontractors) to fully comply with all applicable laws and regulatory requirements. You must be able to demonstrate compliance with this Code of Conduct upon our request, and to take corrective action as requested. We reserve the right to terminate any agreement with you if compliance with this code cannot be demonstrated. Submit any question or comments to: [suppliers@datasite.com](mailto:suppliers@datasite.com).

### **Reporting suspected violations (Whistleblower Information):**

Equal to our commitment to uphold this Code of Conduct is our commitment to act on any violations or business misconduct that is reported to us by employees, clients, suppliers or other parties. If you become aware of, or suspect business misconduct as it pertains to the principles listed above, contact the Datasite Whistleblower Reporting Line at <https://secure.ethicspoint.com/domain/media/en/gui/66220/index.html> where you can report any concerns confidentially and anonymously.