



Supplier Code of Conduct



bité
Group

SUPPLIER CODE OF CONDUCT

Introduction

BITÉ Group is a leading telecommunications and media group in Lithuania, Latvia and Estonia. The Group offers converged mobile, media, fixed broadband services, as well as media content, Pay TV and Free TV services.

BITÉ Group is committed to developing and managing its business in a responsible and sustainable manner where respect is paid to both people and the planet. To put this commitment into practice and to further excel on our journey towards becoming a responsible and sustainable company, we acknowledge that we need to collaborate with our suppliers and have therefore adopted this Supplier Code of Conduct.

We believe that the principles set out in this Supplier Code of Conduct will pave the way towards a fruitful collaboration with our suppliers, and thereby benefit all parties. We hope that our current and future suppliers will join us on our journey towards a more responsible and sustainable business and future.

Why a Supplier Code of Conduct?

We seek to work with suppliers who are economically, environmentally, and socially responsible and contribute to sustainable development. The purpose of this Supplier Code of Conduct is to lay out the principles according to which we expect our supplier to act in accordance with (or suppliers' own similar, equivalent principles and standards). The principles included in the Supplier Code of Conduct relates to human and labour rights, occupational health and safety, environment, and business ethics.

We believe that a sustainable transformation requires all parties in the supply chain to contribute and participate. Meeting the principles laid out in this Supplier Code of Conduct is one of the means through which suppliers can contribute to a more sustainable business, industry and future overall.

Scope & applicability

The Supplier Code of Conduct applies to all our suppliers conducting business with or on behalf of BITÉ Group. Within the scope of this Supplier Code of Conduct, the term 'supplier' should be understood to include suppliers, as well as their subsidiaries, agents, affiliates, and sub-contractors (hereafter referred to as 'Supplier' or 'Suppliers').

We recognize that in some cases, it will be challenging to live up to all the principles in this Supplier Code of Conduct. However, we are committed to cooperate with our Suppliers and believe that together, with joint efforts, we can contribute to strengthening sustainable business practices in the industry at large.

Consequences of non-compliance

If we become aware of that a Supplier would be acting in a manner inconsistent with the principles laid out in this Supplier Code of Conduct, or in breach with legal requirements in general, and if the supplier is unwilling to correct its non-compliance, or if the breach would be considered serious, BITÉ Group may terminate the contractual relationship with the Supplier.

Principles

Compliance with laws

In addition to acting in accordance with the principles in this Supplier Code of Conduct, BITÉ Group expects all its Suppliers to strictly comply with all applicable laws and regulations, as well as possible industry minimum standards.

In the event of a conflict between requirements in applicable laws and the principles in this Supplier Code of Conduct, shall the Supplier comply with the highest standards consistent with the applicable laws.

Respecting human and labour rights

Commitment to respecting human and labour rights

All human beings are entitled to fundamental human rights and shall be treated with respect and dignity.

In line with the Global Compact's ten principles, BITÉ Group is committed to respecting and supporting the protection of internationally proclaimed human rights and make sure that we are not complicit in any human rights abuses. We expect our Suppliers to share the same level of respect for human rights.

Suppliers are further expected to respect the principles concerning fundamental labour right set out in the International Labour Organization's Core Conventions¹ and Declaration on Fundamental Principles and Rights at Work².

Diversity and non-discrimination

At BITÉ Group, we believe that diversity among our employees is a valuable asset making us stronger.

Suppliers are expected to promote diversity and equal opportunities for all its employees, and not to practice any form of discrimination in hiring and employment practices. Illegitimate grounds of discrimination include, for example, race, ethnicity, age, role, gender, gender identity, colour, religion, country of origin, sexual orientation, marital status, pregnancy, disability, social class, union membership or political views, or any other relevant ground.

Suppliers are expected to not tolerate any form of harassment (physical, psychological, verbal, or sexual) or abuse of any its employees.

Fair employment conditions

Working hours and leave

BITÉ Group expects all Suppliers to respect and comply with applicable laws and collective bargaining agreements on working hours, breaks and leaves, including overtime working hours, as well as annual, sick, and parental leave. Suppliers should make sure that overtime work is voluntarily conducted.

¹ [Conventions and Recommendations \(ilo.org\)](https://www.ilo.org/)

² [ILO Declaration on Fundamental Principles and Rights at Work \(DECLARATION\)](#)

Wages and benefits

Suppliers are expected to pay and provide their employees with wages and benefits that, at minimum, comply with local laws or applicable collective bargaining agreements. The wage should be fair and ensure a reasonable livelihood for employees.

Overtime work should be paid at a premium rate, as defined by national laws or applicable collective bargaining agreements.

Wage payments should be timely and include clear information related to their wages and benefits.

Employment agreement

Suppliers' employees should be provided with a written employment contract, laying out the basic terms and conditions of the employment in a language that can be easily understood by the employee which the employment contract is concerning.

Forced labour

BITÉ Group does not tolerate any form of forced labour or modern slavery (including, but not limited to force labour, bonded or compulsory labour), and expects the same from all its Suppliers. All work shall always be conducted on a voluntary basis.

Employees should, for example, be free to leave their employment after reasonable notice (as required by national law or contract), not be required to lodge deposits of money or identity papers with their employer, or have to pay any recruitment fees.

Child labour

BITÉ Group has a zero tolerance towards child labour and expects the same from its Suppliers.

In line with the International Labour Organization's (ILO) standards on child labour, Suppliers may not employ individuals under the age of 15 (or 14 years in countries subject to the developing country exception of ILO Convention 138) or under the local minimum age for work or mandatory schooling, whichever is higher.

In the event that young employees (meaning persons above the age of 15, or the minimum legal working age, and under the age of 18) are employed, the work performed by such employees may not be hazardous or otherwise mentally, physically, socially or morally dangerous, or harmful or interfere with their schooling.

Freedom of association and collective bargaining

The right to freedom of association and collective bargaining are fundamental rights.

BITÉ Group expects its Suppliers to recognize employees' right to form and join (or not to join), trade unions or similar employee representative organizations, and right to collective bargaining. If such rights would be prohibited or restricted by local law, Suppliers should be committed to an open and constructive dialogue with their employees and, if applicable, their representatives.

BITÉ Group encourages Suppliers to actively inform its employees about their rights to freedom of association and collective bargaining.

Health and safety

BITÉ Group expects its Suppliers to provide and maintain its employees with a healthy, safe, and secure workplace that, at minimum, comply with all applicable laws and regulations.

Suppliers are expected to have a health and safety management system that is relevant for the scope and nature of the Supplier's business and risks related to its business operations. Suppliers are expected to take all reasonable actions and steps to prevent accidents and health-related risks at work. It is the Supplier's responsibility adequately inform and train its employees of possible health and safety risks and to provide employees with free protective equipment whenever the situations so requires to ensure the safety of employees.

Suppliers should have adequate emergency preparedness procedures in place to identify and assess potential emergency situations.

Suppliers are further is expected have necessary measures in place to report, record and investigate all health and safety incident.

Environment & Climate

Environment

At a minimum, Suppliers are required to comply with all applicable laws and regulations, as well as possible environmental permits.

BITÉ Group expects its Suppliers to manage their operations responsibly in relation to environmental risks and impacts, to adopt a precautionary approach, and to integrate a life cycle perspective into their business operations. Suppliers should, whenever possible, strive to minimize its use of resources, such as, for example, energy, water and raw materials. Suppliers should ensure the proper management and recycling of waste.

We encourage our Suppliers to continuously strive to improve their environmental performance and to minimize any possible negative impact on the environment.

Climate change

BITÉ Group has started its journey towards becoming a more climate friendly business. To support this transformation we have, for example, committed to set an ambitious science-based emission reduction target. We are committed to engage and cooperate with our Suppliers to promote the transformation towards climate-neutrality and we hope and encourage our Suppliers to work together with us to achieve this.

All our Suppliers are encouraged to monitor, report, and strive to reduce greenhouse gas emissions from their operations. All Suppliers are further strongly encouraged to set science-based greenhouse gas emission targets of their own.

Ethical business practices

Fair competition

BITÉ Group is committed to free and fair competition. We expect our Suppliers to commit to the same standards and to always act in compliance with all applicable anti-trust and competition laws and regulations.

Bribery, Corruption & Conflict of Interest

BITÉ Group expects its Suppliers to not engage in, endorse nor tolerate any forms of bribery or corruption, directly or indirectly.

BITÉ Group expects its Suppliers to not offer, promise, give, request, agree to accept, receive payments, gifts, any kind of undue benefits, charitable or political donations, directly or indirectly, to obtain or retain personal or business advantage from any public official, individual, employees of business partners, including BITÉ Group.

Suppliers are required to avoid all potential conflicts of interest while engaged with BITÉ Group and notify BITÉ Group of any potential conflicts of interest that cannot be avoided.

Gifts and business courtesies

Suppliers shall not provide BITÉ Group's employees or representatives with personal gifts or hospitality in any situation in which such gift or hospitality might influence, or appear to influence, an employee's decision in relation to the Supplier.

Reasonable business courtesies that comply with applicable laws and regulations and BITÉ Group transparency policy may be offered if there is a legitimate business purpose involved.

Money laundering

BITÉ Group is firmly opposed to all forms of money-laundering and requires its Suppliers not to engage, directly or indirectly, in any form of money laundering. Suppliers are expected to take all reasonable steps to prevent and detect illegal payments and prevent its financial transaction from being used to launder money.

Data Privacy

Whenever a Supplier is entrusted with personal data and information about individuals, the Supplier is expected to safeguard such and to take appropriate steps to protect it from misuse.

Suppliers are required to observe and comply with all applicable data privacy laws when collecting, storing, using, processing or sharing personal information about individuals.

Ethical sourcing of minerals

BITÉ Group supports ethical sourcing of all minerals. Suppliers are expected to work proactively to ensure that minerals in its products and its supply chain are responsibly sourced.

Compliance monitoring

Supplier are expected to monitor and ensure that they meet the principles laid out in this Supplier Code, and to keep reliable and transparent documentation and records on how they are living up to such principals. Upon request, such documentation and records are shared with BITÉ Group.

BITÉ Group may verify the Supplier's compliance with the principles of this Supplier Code by means of, for example, dialogue, self-assessment questionnaire, or, with the prior consent of the Supplier, through on-site audits conducted by BITÉ or by an independent and qualified third party appointed by BITÉ.

Reporting concerns

Suppliers may come across situations that are not, or that they suspect may not be, conforming with the principles of this Supplier Code of Conduct, or applicable laws in general. In such situations, Suppliers are expected to be in contact with BITÉ Group as soon as possible, either by contacting their BITÉ Group representative, or by sending an anonymous email to the following address: etika@bitegroup.net.