

DURSTON TOOLS (W.DURSTON LTD) VENDOR CODE OF CONDUCT

Introduction

Durston Tools are committed to maintaining a sustainable and ethical environment that promotes professional and ethical conduct of its management and employees, customers, business partners and other stakeholders.

We recognise our dependency on our vendors for timely delivery of quality products and services, and actively manage the relationships to build a robust supply chain by procuring supply of goods and services ethically and responsibly.

This Vendor Code of Conduct (Vendor Code) is aligned with our sustainability agenda, defines our principles and policies, and lays down the basic requirements in behaviours and practices we require of our vendors pertaining to their responsibilities towards their stakeholders and the environment.

While conducting business directly or indirectly with and/or on behalf of Durston Tools (W.Durston Ltd) for the benefit of our customers, our vendors, including their parent entities, subsidiaries, affiliate entities, employees, sub-contractors and other relevant third parties, are to commit to comply with the principles expressed in this Vendor Code. They are also responsible to ensure that this Vendor Code is clearly communicated to their employees, sub-contractors and any other relevant third parties in a manner and/or language that is being understood by all.

If a vendor violates any of the requirements contained in this Vendor Code, Durston Tools reserves the sole right to discontinue business with such vendor (including terminating any existing contracts), and Durston Tools shall not be liable for any claims for losses or damages resulting therefrom.

Environmental

Durston Tools encourages our vendors to protect the environment by conserving the use of resources, ensuring that their operations are efficient, controlling waste and effluents stringently, and developing greener products and services.

1.Environmental Sustainability

- a. Subscribe to greener environmental practices in the design, production, delivery and after-sales support of products and services as applicable;
- b. Operate in a manner that actively conserves natural resources, and protects the environment;
- c. Comply with all applicable environmental laws and regulations, such as those relating to waste disposal, air emissions and pollution;
- d. Comply with all environmental requirements set by Durston Tools;
- e. Reduce greenhouse gas (GHG) emission through performance and efficiency measures on a business as usual basis; and
- f. Has or about to put in place an internationally recognised Environment Management System like ISO 14001 or its equivalent.

2. Business Continuity

- a. Actively manages business disruption risks arising from climate change, natural and man-made disasters, pandemics, cyber attacks, etc, to minimise impact on the delivery of products and services;
- b. Has or about to put in place an internationally recognised Business Continuity Management System like ISO 22301 or its equivalent; and
- c. Requires of their suppliers and/or sub-contractors to likewise, actively manage business disruption risks.

Social

Durston Tools has zero tolerance for unethical labour practices and expect all our vendors to provide a safe and healthy working environment, fair compensation packages and people development programmes. Vendors are expected to deliver quality products and services, source responsibly and invest in communities where they operate.

3. Product Quality and Safety

- a. Demonstrate a commitment to quality and apply appropriate product safety practices in compliance with applicable laws, regulations, industry standards and good manufacturing practices that seek to reduce risk of hazard to their employees and subcontractors, our employees, our customers, our end users, the public, properties and the environment;
- b. Ensure their products and services meet or exceed Durston Tools quality standards and contractual requirements; and
- c. Has or about to put in place an internationally recognised Quality Management System like ISO 9001 or its equivalent.

4. Diversity, Non Discrimination and Anti-Harassment

- a. Respect and support the fundamental principles set out in the Universal Declaration of Human Rights, the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work (ILO Declaration) and the United Nations Global Compact;
- b. Provide equal employment opportunity to their employees and applicants for employment without discrimination based upon race, faith, gender, sexual orientation, age, marital status, disability or political affiliations; and
- c. Ensure that their employees are afforded an employment environment that is free from any physical abuse, threats of physical violence, sexual or other forms of harassment including verbal or other forms of psychological abuse and intimidation.

5. Ethical Labour Practices & Freedom to Associate

- a. Abstain from all unethical labour practices such as child labour, forced labour, slavery and human trafficking in any of their operations; and
- b. Recognise and respect the rights of their employees to associate freely and to organise and bargain collectively in accordance with the local laws in which they are employed.

6. Workplace Safety & Health

- a. Provide a safe and healthy working environment for their employees;
- b. Comply with all relevant health and safety laws and regulations;
- c. Comply with all workplace safety and health requirements set by Durston Tools as per our Environment, Health and Safety (EHS) Policy for vendors whose employees need to operate within our premises, failing which disciplinary actions may be administered by our onsite supervisory teams.
- d. Not engage in violence or threatening behaviour towards their employees;
- e. Prohibit the use of the illegal drugs by its workforce; and
- f. Has or about to put in place an internationally recognised Occupational Health & Safety Management System like ISO 45001 or its equivalent like bizSAFE level 3 and above for companies in Singapore.

7. Community & Stakeholders

- a. Seek opportunities to help support, sponsor and contribute to the well-being and sustainability of their local communities through volunteerism, charitable giving and civic activities; and

b. Listen carefully to requests or concerns from their stakeholders and address them appropriately.

Governance

Durston Tools is a firm believer of good corporate governance and has zero tolerance for fraud and corrupt practices. Our vendors are expected to do business with full transparency by adhering to our Code of Business Conduct and Ethics [Code].

8. Zero Tolerance for Corruption

- a. Not offer, give, accept or promise any sort of bribe, facilitation payments or kickback that may be viewed as, or has the effect of, improperly influencing business decisions;
- b. Comply with all applicable anti-bribery and corruption laws and regulations of the countries in which they operate and conduct business in; and
- c. Report all suspected cases, actual breaches or concealment of any forbidden acts.

9. Gifts & Hospitality

- a. Compete on the merits of their products and services;
- b. Avoid the exchange of business hospitality and gifts that may be used as an attempt to influence, or be perceived by others to influence business decisions or official actions; and
- c. Ensure that the offering of any gift or hospitality is permitted by law and regulation, and that these exchanges do not violate the rules and standards of the recipient's organisation, and are consistent with reasonable marketplace customs and practices.

10. Conflicts of Interest

- a. Avoid all conflicts of interest or situations giving the appearance of a potential conflict of interest; and
- b. Provide notification to all affected parties in the event that an actual or potential conflict of interest arises, including conflicts between the interest of Durston Tools and personal interests or those of close relatives, friends or associates.

11. Political Contributions and Donations

- a. Refrain from making any corporate contributions or donations to political candidates, or political officials or political parties, intended as, or that may be perceived as, attempts to influence business decision making.

12. Trade Embargoes, Sanctions and Export Controls

- a. Comply with national and international trade control laws and regulations when importing and exporting products, services, technology and information; and
- b. Possess up-to-date knowledge about international restrictive measures, controls and sanctions (or embargoes) adopted against certain countries, governments, organisations, entities, companies, individuals or assets; and do not engage in business with them, when doing so is prohibited by applicable laws and regulations.

13. Competition, Antitrust and Fair Dealing

- a. Act in accordance with the competition, antitrust and similar laws in the countries where they operate or market and sell their products or services; and
- b. Avoid unlawful agreements or understanding that improperly limit or control production or price fixing, bid rigging, market allocation, limit or control production in a way that improperly restricts competition.

14. Security

a. Safeguard Durston Tools assets from waste, loss, damage, theft, unauthorised disclosure, mis-use or infringement, through appropriate physical and electronic security procedures; and

b. Follow all requirements set by Durston Tools security policies and regulations when carrying out activities on our premises, or within our facilities.

15. Third Party Information

a. Respect intellectual property rights and safeguard all third party information, including that of our customers and collaborators;

b. Not use information for any purpose (e.g., advertisement, publicity, and the like) other than the business purpose for which the information was provided, unless there is prior authorisation from the owner of the information; and

c. Comply with all applicable laws governing intellectual property rights assertion, including protection against disclosure, patents, copyrights, and trademarks.

16. Personal Information

a. Protect personal information confidentiality and comply with all applicable data privacy laws and regulations when personal information is collected, stored, processed, transmitted, or shared.

17. Official or Classified Information

a. Not directly or indirectly disclose, copy, extract or translate, publish or show official or classified information to any third party in any form whatsoever without the prior permission of Durston Tools; and

b. Comply with all national and international laws and regulations regarding the safeguarding of government official or classified information.

18. Insider Information

a. Not use any material or non-publicly disclosed information obtained in the course of business relationship with Durston Tools as the basis for trading or for enabling others to trade in the stock or securities of any company.

19. Records

a. Create accurate records, and not alter any record entry to conceal or misrepresent the underlying transaction represented by it;

b. Document all business transactions fully and accurately to represent the transactions or events being documented; and

c. Retain records based on applicable retention requirements.

20. Monitor and Evaluate

a. Allow Durston Tools to, from time to time, conduct onsite evaluations and inspections at vendors' facilities, and/or those of their sub-contractors supporting our contracts or operations.

21. Whistle Blowing

a. Be familiar with Durston Tools whistle blowing policy and channels; and

b. Report any wrong doing, in good faith, without the fear of retaliation through our whistle blowing channels.

Communication

Should the vendor have any concerns with the requirements of this Vendor Code, or suspect that they might be in breach of any of the principles, it is the vendor's responsibility and obligation to proactively inform their assigned Durston Tools counterpart or contact us here support@durston.com