

Suppliers' Code of Business Conduct

LeasePlan conducts its business according to specific ethical standards. This is a basic condition for being able to win and keep the trust of our partners - all of this is essential for the success of LeasePlan. At the same time, we also expect our Partners to operate fairly. An example of this is LeasePlan's Code of Business Conduct, which provides employees worldwide with a framework within which they can make responsible business decisions every day.

In addition, LeasePlan has created the Suppliers' Code of Business Conduct, which contains the minimum standards that we expect from all our suppliers. The suppliers' code of business conduct reflects the values and standards of behavior in our organization, so that ethical behavior in the broadest sense is realized together with corporate responsibility and customer-oriented operation. We are aware that these Regulations do not cover all situations that our suppliers may encounter in the course of their activities. At the same time, it lays down important principles of fair business conduct that all suppliers are expected to adhere to and follow when working with LeasePlan or acting on behalf of LeasePlan.

1. Our core values

The following points present the 10 principles of the Supplier Code of Conduct. These are the minimum ethical business standards that we expect from all our suppliers.

1.1 Honesty and trust

All suppliers, the supplier's employees, contractual partners and the supplier chain (hereinafter referred to as "Supplier") shall act in a fair, honest, fair and open manner during their business operations and shall avoid any activity that may adversely affect the integrity and/or reputation of LeasePlan.

1.2 Respect for the law

The Supplier must comply with all relevant local and international laws, regulations and decrees.

1.3 Human Rights

The Supplier respects the human rights declared in the UN Universal Declaration of Human Rights, the UN guidelines on business and human rights, the 10 principles of the UN Global Compact and the principles of the International Labor Organization. The supplier avoids any kind of violation of human rights under all circumstances.

Liability for employees

- The Supplier may not employ forced or compulsory labor, or the Supplier may not employ child workers.
- The Supplier maintains a safe, healthy and non-discriminatory working environment.
- The Supplier provides equal employment conditions based on individual knowledge and experience, regardless of race, skin color, age, religion, national origin, disability or sexual orientation.
- The Supplier offers fair and just remuneration to its employees within the framework of the given labor market, and also ensures that the number of working hours is not

excessive. The supplier fulfills at least the conditions laid down in the relevant legislation.

1.5 Environmental sustainability

The Supplier complies with national and international environmental protection legislation and undertakes to continuously have the required environmental protection permits and registration. The supplier recognizes the importance of taking responsibility for environmental protection, therefore, if possible, approaches all environmental protection issues with awareness of prevention, takes initiatives related to environmental protection, supports the spread of environmentally friendly technologies, and avoids practices harmful to society.

1.6 Confidentiality and Intellectual Property

The Supplier treats all confidential and commercially sensitive information obtained from LeasePlan as a trade secret. The Supplier may not use this information for its own benefit. The Supplier shall protect all intellectual property belonging to LeasePlan, LeasePlan customers or other third parties.

1.7 Protection of personal data

The supplier protects the personal data of LeasePlan customers, drivers, and LeasePlan employees that it has become aware of during the provision of its services, and in the course of its activities respects the individual's right to the protection of personal data, as well as the relevant legislation and complies with LeasePlan's regulations. The Supplier treats all personal data as strictly confidential and takes appropriate technical and organizational security measures in order to prevent information loss or unauthorized access.

1.8 Fair competition

The Supplier complies with the relevant competition law regulations, in particular with regard to price fixing, manipulation of procurement procedures (tenders), distribution of customers or the market, and the sharing of information on the current and future prices of competitors.

1.9 Conflict of interest

When providing services, the Supplier is obliged to act in the interest of LeasePlan. The Supplier avoids any relationship or activity that may create a conflict of interest between LeasePlan and the Supplier or that may damage LeasePlan's reputation.

1.10 Prevention of Bribery

Any form of bribery is strictly prohibited. The Supplier may not give or promise money or any other thing of value to LeasePlan or a LeasePlan employee to influence its procedure or decision in order to obtain a business advantage for the Supplier. The Supplier has appropriate internal regulations and processes in place to ensure compliance with anti-bribery laws.

2. Questions and comments

At LeasePlan, there are several channels available through which interested parties can ask their questions about the Suppliers' Code of Business Conduct. We encourage our partners to report any suspicious behavior. If the Supplier believes that an employee of LeasePlan or a person acting on behalf of LeasePlan is acting in an illegal or dishonest manner, it is obliged to report it to LeasePlan.

The following channels are available for asking questions and raising comments:

- Contact LeasePlan's local compliance officer;
- Customers, suppliers and any third party may anonymously report any possible violations of the law and/or violation of the (Supplier) Code of Conduct. Please use the website www.ayvens.com
- Write to us” section to report any process of concern. The content of the letter goes directly to the Compliance Officer of the LeasePlan Parent Company, who treats it confidentially;
- Contact your local LeasePlan procurement department with any general questions.

3. Compliance with Rules

LeasePlan may at any time ask its Suppliers to demonstrate that their operations are compliant as contained in LeasePlan's Code of Business Conduct for Suppliers.