

Limecraft

SUPPLIER CODE OF CONDUCT

Mission

Limecraft's mission is to empower media professionals by providing innovative, efficient, and collaborative software solutions for managing and producing high-quality content. As such, it aims to streamline the entire media production workflow, from script to screen, through cloud-based tools that enhance creativity, improve productivity, and ensure secure collaboration across teams and locations.

Throughout all of its activities and inherent to all of its products & solutions, Limecraft pursues sustainability by reducing the environmental impact of production processes, advocating for digital workflows that minimise waste, and supporting green initiatives to create a more sustainable future for media production.

Purpose

The Supplier Code of Conduct outlines the standards and expectations for our suppliers in terms of sustainability and ethical practices, as a reflection of our dedication to fostering a sustainable and ethical supply chain. All suppliers are expected to adhere to these guidelines.

Scope

This policy applies to all Limecraft suppliers, notably natural persons and legal entities, including their affiliated companies, which render supplies or services to Limecraft. These include suppliers, consultants, commercial agents, contractors, and other suppliers and intermediaries for goods and services.

General Principles

Limecraft expects its suppliers to commit to the following principles:

1. **Legal Compliance:** Suppliers must comply with all applicable local, national, and international laws and regulations, including but not limited to environmental laws, labour laws, and anti-corruption regulations.
2. **Environmental Responsibility & Accountability:** Suppliers are expected to:

- **Minimise Environmental Impact:** Actively work to reduce waste, emissions, and the consumption of natural resources. Implement measures to minimise environmental impact and continuously improve environmental performance.
 - **Sustainable Practices:** Adopt sustainable practices such as recycling, energy efficiency, water conservation, and the use of renewable energy sources.
 - **Hazardous Materials:** Ensure the safe handling, storage, and disposal of hazardous materials. Avoid the use of materials that pose environmental and health risks.
 - **Carbon Footprint:** Strive to measure, report, and reduce carbon footprints. Collaborate with us to achieve net-zero emissions targets.
3. **Labour and Human Rights:** Suppliers must respect and promote human rights and fair labour practices, including:
- **No Forced Labour:** Prohibit any form of forced, bonded, or involuntary labour.
 - **No Child Labour:** Adhere to the minimum employment age according to local laws and international standards.
 - **Fair Wages and Benefits:** Ensure that workers receive fair wages, benefits, and working conditions in compliance with local laws.
 - **Non-Discrimination:** Provide a workplace free of discrimination based on race, colour, religion, sex, age, national origin, disability, or any other characteristic protected by law.
 - **Health and Safety:** Provide a safe and healthy working environment. Implement procedures to prevent workplace accidents and injuries.
 - **Freedom of Association and Collective Bargaining:** Respect the right of workers to freely associate, join trade unions, and engage in collective bargaining. Ensure that representatives of workers are not subject to discrimination and that workers can communicate openly with management regarding working conditions without fear of retaliation.
 - **Equal Opportunities:** Promote equal opportunities for all employees and job applicants. Ensure that employment decisions are based on merit, qualifications, and abilities, and not on personal characteristics or beliefs.
 - **No Physical or Psychological Violence:** Prohibit any form of physical or psychological violence, including threats, intimidation, and bullying.
 - **No Sexual Harassment:** Maintain a workplace free from sexual harassment. Implement policies and training to prevent and address sexual harassment and ensure that all employees can work in a safe and respectful environment.
4. **Ethical Business Practices:** Suppliers are expected to conduct business with integrity and transparency, including:
- **Anti-Corruption:** Prohibit any form of corruption, bribery, extortion, or embezzlement. Maintain accurate records and transparency in business dealings.
 - **No Money Laundering:** Comply with all statutory requirements aimed at preventing money laundering. Do not participate in any form of money laundering activity.
 - **Fair Competition:** Engage in fair competition and comply with antitrust laws. Avoid any practices that restrict competition or create unfair advantages.

- **Conflict of Interest:** Disclose any potential conflicts of interest and avoid situations where personal interests could conflict with business obligations.
5. **Data Governance, AI & cybersecurity:** Suppliers are expected to adhere to the highest standards in terms of:
- **Data Protection:** Comply with applicable data protection laws and regulations. In addition, confidential business data relating to Limecraft or any of its customers must be kept securely and may not be used or disclosed to third parties without prior consent.
 - **Confidential Data & Intellectual Property:** Ensure that confidential information and secrets obtained during business activities with Limecraft are treated in strict confidentiality and not used or disclosed to third parties.
 - **Responsible use of AI:** Develop & deploy technologies ethically and transparently, safeguarding privacy, preventing bias, and ensuring fairness. This also entails acting accountable and transparent in all decision-making processes.
 - **Cybersecurity:** Safeguard information technology assets through proactive cybersecurity measures to create and maintain a secure infrastructure and promote a culture of security awareness throughout the organisation. Suppliers are obliged to promptly notify Limecraft if there is a suspected or confirmed cybersecurity incident related to Limecraft systems or data.
6. **Respect for Community and Stakeholders:** Suppliers should respect the rights and interests of local communities and stakeholders by:
- **Community Engagement:** Engage with local communities to understand their concerns and minimise any negative impacts of business activities.
 - **Social Responsibility:** Support community development and social responsibility initiatives that contribute to the well-being of local communities.
 - **Transparency and Communication:** Communicate openly and transparently with stakeholders about sustainability and ethical practices.
7. **Monitoring and Compliance:** Suppliers should pursue
- **Audits and Assessments:** Allow regular audits and assessments by our company or third-party auditors to ensure compliance with this Code of Conduct.
 - **Corrective Actions:** Promptly address any issues or non-compliance identified during audits. Implement corrective actions to resolve issues and prevent recurrence.
 - **Continuous Improvement:** Continuously improve sustainability and ethical practices. Collaborate with us to develop and implement best practices in these areas.
8. **Reporting Violations:** Suppliers must have mechanisms in place for employees and stakeholders to report any violations of this Code of Conduct without fear of retaliation. Suppliers must investigate and address any reported violations promptly and effectively.

Through these comprehensive principles, Limecraft aims to lead by example in the pursuit of sustainability and aims to incentivise its suppliers to do so too. We believe that by working together, we can achieve a more sustainable future for our company, our community, and the planet.



Responsibility & review

This policy is approved by the Board of Directors. It is distributed internally as part of the Limecraft Code of Conduct and via annual recurring training to all staff. It is shared externally via the Limecraft website and via distribution to both suppliers & customers.

The Supplier Code of Conduct is reviewed on an annual basis. The current version is in vigour as of June 2024.

* * *

Joris Claes, CEO Limecraft NV, June 2024



Limecraft

ACKNOWLEDGMENT SUPPLIER CODE OF CONDUCT

Declaration

By signing the below, the supplier acknowledges receipt and understanding of the Limecraft Supplier Code of Conduct and agrees to comply with its terms.

Supplier Name:

Authorised Representative:

Title:

Signature:

Date