



## PSAV Corporate Responsibility – Supplier Code of Conduct

Suppliers must comply with the following Code of Conduct, along with all applicable laws and regulations.

PSAV seeks to do business with business partners who both share and are committed to ethical standards and business practices. This code applies to all suppliers that are used by PSAV and affiliates, globally. PSAV expects all suppliers to meet and exceed these requirements and promote best practices and continuous improvement throughout their operations.

Suppliers, business partners, contractors, vendors, agents, consultants and other third parties (collectively, “Third Parties”) are responsible for understanding and adhering PSAVs’ expectations. Third Parties should implement appropriate controls to ensure adherence to this code. Third Parties should contact their PSAV relationship owner, the Director of Procurement or the SVP of Product Management, to request help or guidance to report conduct that is in conflict with this code. PSAV may terminate its business relationship with a Third Party that acts in a manner inconsistent with this code. The code is not intended to create — and does not create — a contract, any obligations, or any rights; it is neither a contract of employment nor a guarantee of any continued relationship with PSAV.

All Third Parties **MUST** comply with the following:

**Business Integrity** – The highest standards of integrity are to be upheld in all business interactions. Third Parties will have a zero tolerance policy to prohibit bribery, corruption, extortion and embezzlement. All business dealings should be transparently performed and accurately reflected on the Third Party’s business books and recorders.

**Improper Advantage** – Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given or accepted. This includes promising, offering, authorizing, giving or accepting of anything of value, either directly or indirectly, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage. PSAV expects Third Parties to use good judgment and moderation when exchanging business gifts or entertainment with PSAV employees or on behalf of PSAV in accordance with PSAV policies. Giving or receiving a gift or offer of entertainment is not appropriate if it creates a sense of obligation, puts a party in a situation where they may appear biased, or is done with the intent to influence a business decision. We expect Third Parties to prohibit any offers of cash or cash equivalents in any amount, personal discounts, loans, and gifts of more than nominal value, services, employment, pleasure travel, or excessive entertainment.

**Labor** – Third Parties will not use any forced labor, which means any work or service performed involuntarily under threat of physical harm or penalty. It is expected that no abusive, exploitative or illegal conditions exist in the workforce or their supply chains. Third Parties will comply with minimum employment age defined by national law or by the International Labor Organization (ILO) Convention 138.

**Diversity and Inclusion** – Third Parties will hire, manage, compensate, and provide other conditions of employment based solely on performance and ability to do the job. Third Parties will not discriminate based on a person’s age, color, disability, ethnicity, marital or family status, national origin, race, religion, sex, sexual orientation, veteran status or any other characteristic protected by law and will also comply with all applicable civil rights, human rights, and labor and employment laws.

**Intellectual Property** – Intellectual property rights are to be respected. Transfer of technology, know-how, and customer information is to be handled and safeguarded in a manner that protects said information. If you are being contracted for services that include use of PSAV’s information systems, you are expected to read and acknowledge PSAV’s Information Security Policy prior to receiving access to our systems.

**Privacy** – Third Parties are to commit to protecting the reasonable privacy expectations of personal information of all parties, including, but not limited to, their suppliers, customers, consumers, and employees. Third Parties



are to comply with privacy and information security laws and regulatory requirements when business and personal information is collected, stored, processed, transmitted, and shared. Information regarding labor, safety, environmental practices, business activities, structure, financial situation, and performance is to be disclosed in accordance with applicable regulations or under any executed non-disclosure agreement. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable. PSAV expects Third Parties to take care when using PSAV corporate assets — including safeguarding them from theft, misappropriation, destruction or misuse. Third Parties are expected to use such assets only when authorized and in the manner authorized. Third Parties are expected to follow all intellectual property laws and comply with the intellectual property ownership rights of PSAV and others. Third Parties are expected to maintain the confidentiality of all nonpublic or proprietary information obtained as a result of their business relationship with PSAV (including any such information that belongs to another company or business partner). Third Parties are expected to refrain from trading in the securities of PSAV or another company while in possession of material, nonpublic information or tipping such insider information to anyone else. PSAV expects Third Parties to avoid conflicts of interest or even the appearance of conflicts of interest in their business relations. Third Parties are expected to disclose to PSAV any actual or potential conflict of interest in their business dealings with PSAV. Third Parties should never speak on behalf of PSAV without approval from an authorized PSAV spokesperson. Third Parties warrant that they will comply with all applicable law, including laws relating to privacy, the collection of personal information, and shall allow users to make choices regarding the sharing of information, including but not limited to right to access, to erasure, data portability, privacy, and any other applicable protections required by law.

**Environmental and Sustainability** – Third Parties will work to continuously improve their environmental performance by working toward goals that reduce environmental impact of their activities.

**Reporting Concerns** – PSAV relies on its Third Parties to report suspected misconduct and ask questions when help or guidance is needed. To make a report or ask for help, Third Parties should contact the appropriate PSAV relationship manager or contact the **PSAV Concern Line** at **800.576.6548** or [PSAVConcernHotline@PSAV.com](mailto:PSAVConcernHotline@PSAV.com). Keep in mind that if you make a report using the hotline, your identity will not be disclosed where applicable law allows, if you wish. The information you provide will be relayed to PSAV for further investigation. Please note, however, that it may be more difficult for PSAV to thoroughly investigate reports that are made anonymously. For this reason, you are encouraged to share your identity when making a report. PSAV will not tolerate retaliation against any person for making a report or participating in an investigation of possible misconduct in good faith.

Noncompliance to the standards above with no corrective action plan within mutually established timelines will potentially result in the termination as a supplier to PSAV. Third Parties approached to perform against these standards by PSAV should escalate immediately to the Procurement Department prior to taking any action.

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