



Veritext Supplier Code of Conduct

Introduction

Veritext is the leader in deposition and litigation support solutions with a proven track record of industry excellence. At Veritext, we believe that our commitment to social responsibility, diversity, equity, inclusion initiatives, and sustainable operations yields exponential value for our internal and external stakeholders. We are passionate about this and are committed to strengthening new and existing programs to cultivate meaningful change for society.

It is our belief that companies with socially responsible cultures will outperform over the long term. Therefore, it is important that Veritext's suppliers share the mutual goal of sustainability for stakeholders, the community, and the environment. Our goal is to promote this through two-way transparency, open communication, and collaboration.

This code of conduct outlines Veritext's supplier expectations of corporate social responsibility (CSR). These are non-negotiable minimum standards that we ask our suppliers, their employees, agents, and subcontractors to respect and adhere to when conducting business. We seek relationships with suppliers who operate in accordance with the following principles.

This Code is aligned with the Ten Principles on Business and Human Rights of the UN Global Compact.

Labor Standard & Human Rights

Suppliers to Veritext are expected to respect all internationally recognized human rights in their own operations, supply base, and business relationships. Suppliers shall avoid infringing on human and labor rights and address negative impacts in their own operations, supply base, and business relationships. As such, they shall:

No child labor and young workers

- Strictly prohibit the use of underage labor in production, distribution, or any part of the supply stream of services. A child is defined as any person under the minimum age of employment according to local and national laws, or, in the absence of such laws, under the minimum age for completing mandatory education.

No forced and compulsory labor

- Strictly prohibit the use of forced or compulsory labor in production, distribution, or any part of the supply stream of services. Suppliers will not use or tolerate any form of slavery, servitude, indentured, bonded (including debt-bonded), involuntary prison, military or compulsory labor, or any form of human trafficking. This includes all services or work that a person has not offered to do voluntarily and is forced under threat of punishment or retaliation, or that is used as a means of debt repayment.



- Prohibit, as a condition of employment, requiring workers to hand over government-issued identification, passports, or work permits. Suppliers must adhere to workers' rights to terminate their employment and receive owed salary.

Non-discrimination

- Take action to prevent discrimination and ensure equal opportunity and treatment in respect to employment and occupation without discrimination. Suppliers shall not tolerate discrimination against any employee based on age, gender, sexual orientation, race, ethnicity, color, disability, religion, political affiliation, union membership, national origin, marital status, or pregnancy status during any recruitment or employment activities.

Anti-harassment and abuse

- Treat all workers with respect and dignity and ensure that they are protected from harsh or inhumane treatment, including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers; nor is there to be the threat of any such treatment.
- Take action to prevent and prohibit physical, mental, sexual, or verbal harassment, or the threat of harassment.

Fair wages and benefits

- Ensure employee wages and benefits comply with local and national laws and meet legal minimums and standards, including overtime pay/rate, equal remuneration, and legally mandated benefits.

Working hours

- Ensure that working hours comply with local and national laws. Suppliers should not require workers to work in excess of the hours defined in legislation or other national legal limits, unless the employee opts out and agrees, with supporting written evidence.

Health & Safety

Suppliers to Veritext are expected to maintain their workplaces and any living quarters used to house employees in a clean, orderly, and safe manner. As such, they shall:

Workplace environment

- Provide facilities and equipment, including protective gear, that ensure the safety and health of all employees, contractors, subcontractors, and visitors, meeting both local and national regulatory requirements.
- Enforce comprehensive policies, procedures, and training to control or prevent workplace hazards and risks to both physical and mental health, including occupational safety and emergency preparedness.
- Ensure working conditions are safe, clean, and conducive to the health and wellbeing of their workforce, by at a minimum, adhering to regulated health, safety, and wellbeing standards.

Environment and Sustainability

Suppliers to Veritext are expected to operate in an environmentally responsible manner and encourage their supply base to do the same. As such, they shall:

Environmental Laws and Regulations

- Enforce an effective environmental policy, statement, or program designed to mitigate environmental risks. This program should, at a minimum, adhere to all applicable local and national environmental legislation. Suppliers are responsible for obtaining all required environmental permits, approvals, and registrations.
- Operate in an environmentally responsible and efficient manner, taking all necessary steps to minimize adverse impacts on the environment. This involves adopting practices that reduce waste, conserve resources, and lower emissions, thereby contributing to the sustainability of the supply chain. Suppliers are expected to be proactive in their environmental stewardship, continuously seeking ways to lessen their ecological footprint through innovative and practical measures.
- Establish robust systems for the safe handling, movement, storage, recycling, reuse, or management of waste, air emissions, and wastewater discharges. Suppliers should monitor their environmental performance regularly and strive for continuous improvement through practical and effective measures. This commitment to ongoing environmental management not only helps protect natural resources but also enhances the long-term sustainability and resilience of the entire supply chain.

Environmental Practices

- Adhere to and promote environmental best practices, striving to minimize the adverse environmental impacts of their operations, products, and services through sustainable operations. This commitment involves integrating sustainable practices into all aspects of business, from resource procurement and manufacturing processes to product distribution and waste management. By prioritizing sustainability, suppliers contribute to the preservation of natural resources, reduction of pollution, and overall environmental well-being. This approach not only aligns with regulatory requirements but also reflects a broader commitment to corporate social responsibility and the long-term health of the planet.

Energy Usage & Consumption

- Support the transition to a low-carbon economy by implementing policies, activities, products, and services that mitigate climate risks and capitalize on environmental opportunities. Suppliers must actively monitor their consumption of natural resources and continuously seek opportunities to reduce this consumption.

Biodiversity –

- Minimize environmental damage resulting from production. Suppliers must promote conservation programs and integrate biodiversity considerations into their operations and supply chain. This involves implementing strategies to protect natural habitats, preserve wildlife, and maintain ecological balance.

Fair Business Practices / Ethics

Suppliers to Veritext are expected to behave ethically and with integrity in all business transactions. As such, they shall:

Information Security

- Comply with all applicable laws, regulations, and guidance concerning personal information, including personally identifiable information and non-public personal information, as defined by relevant data protection and privacy laws.
- Safeguard physical and digital assets and data from unauthorized access, breaches, theft, and other cyber threats by promptly identifying and addressing vulnerabilities.
- Develop and enforce robust security policies and conduct regular security audits and assessments to maintain the effectiveness of their security measures. Suppliers shall perform thorough risk assessments and due diligence for third-party vendors during the onboarding process to ensure these vendors comply with security standards.
- Educate employees on best practices for data protection and ensure adherence to local and national regulations and standards.

Anti-Fraud, corruption, and bribery

- Enforce a policy to prevent bribes, kickbacks, inappropriate gifts, or other improper incentives. Bribes, kickbacks, or inappropriate gifts are defined as anything of value given to any person if the circumstances indicate that it is probably being given to influence official action or to obtain a business advantage.
- Ensure prices, costs or other competitive information is not shared with any other third party, unless agreed upon in writing by Veritext.

Whistle-blower procedure

- Provide employees with a transparent grievance mechanism to anonymously raise workplace concerns without threat of punishment or retaliation. Workplace concerns include, but is not limited to, regulatory compliance, bribery or improper payments, suspicious activity, money laundering, conflicts of interest, workplace hazards or unsafe conditions, or questionable behavior by employees, suppliers, or other third parties.

Responsible sourcing of raw materials

- Confirm and enforce the legal and sustainable origin of raw materials. This includes ensuring that materials sourced directly by the supplier, or anywhere in the upstream process, do not contribute to environmental damage or human rights abuses. Suppliers must diligently verify that their supply chains are free from materials linked to deforestation, pollution, child labor, or other unethical practices.

Privacy/ Disclosure of Information

- Ensure all business dealings are transparently performed and accurately reflected in the supplier's business books and records. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable.



Business Integrity

- Compete fairly and ethically, ensuring that business practices reflect integrity and transparency. Suppliers must actively avoid conflicts of interest, particularly those related to financial interests or other arrangements with employees that could be deemed inappropriate.

Compliance, Documentation, Monitoring, and Auditing

- Demonstrate compliance through documentation, maintain relevant records, and provide supporting documentation upon request. If a supplier cannot meet the minimum requirements of the Veritext Supplier Code of Conduct, they must inform Veritext immediately. Veritext will then assess the situation and determine the appropriate next steps, which may include terminating the contract. Veritext reserves the right to disengage from any supplier in breach of the Code of Conduct without penalty.

Right to Terminate or Amend Policy: Veritext reserves the right to modify, suspend, change or terminate this policy at any time, in accordance with local law. This policy does not create any contractual rights or obligations, whether expressed or implied.



I hereby declare that I have read and understood the principles set forth in the Veritext Supplier Code of Conduct and will fully comply with these principles. I accept responsibility to report any exceptions to Veritext.

Company Name: _____

Name: _____

Title: _____

Email: _____

Phone Number: _____

Signature: _____

Date: _____

Declaration of Compliance

Declaration of Non-Compliance *(please provide explanation below)*

Non-Compliance Issue:

Explanation of Non-Compliance:

Corrective Actions Planned and Timeline:

Veritext Contact:
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