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INTRODUCTION

Reform upholds the highest ethical values and standards of integrity in its business activities and expects the same from its suppliers and business partners.

Acting ethically and responsibly requires complying with all applicable laws and regulations and doing business in a manner that respects and supports human rights, ethical and environmental principles.

Reform's Supplier Code of Conduct (hereinafter The Code) defines the requirements for suppliers and business partners in terms of their responsible business conduct and their responsibilities towards the communities and the environment where they operate.

The Code is built on internationally recognized standards and commitments:

- UN Global Compact.
- OECD Guidelines for Multinational Enterprises.
- UN Guiding Principles on Business and Human Rights.
- The Universal Declaration of Human Rights.
- The ILO Declaration of Fundamental Principles of Rights at Work.
- The United Nations Convention Against Corruption.
- The Rio Declaration on Environment and Development.



MATCH by Muller Van Severen

SCOPE

The Code applies and will be provided together with the contract to any third party or supplier that provides products (raw materials and finished products) and services (consultancy, audits, technology and software, design, etc) to Reform under the framework agreement / contract.

LAWS AND REGULATIONS

Suppliers and subcontractors must operate in full compliance with all applicable laws and regulations of the countries in which they operate and in full compliance with The Code.

OBLIGATIONS OF SUPPLIERS AND SUBCONTRACTORS

Reform's suppliers are responsible for setting the same or comparable standards for their subcontractors. It is the suppliers responsibility to ensure that their subcontractors are informed about the requirements for doing business with Reform.

COMMITMENTS

The Code reflects Reforms' values and sets what it's expected of its Suppliers with respect to the following commitments:

Anti-Bribery and Anti-Corruption

Reform has a zero tolerance commitment towards bribery and corruption of any kind and in any form.

Reform firmly complies with international anti-bribery and anti-corruption laws, including, the U.S. Foreign Corrupt Practices Act ("FCPA") and UK-Bribery Act ("UKBA").

Directly or indirectly offering, authorizing, promising, giving, accepting, soliciting, or receiving anything of value to improperly influence someone or gain an improper or unlawful advantage can be considered a bribe and is prohibited by law.

This prohibition extends to government officials, and under some international laws and standards such as The OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions.

Fair Competition

Suppliers shall manage their business respecting the principle of fair competition as well as any applicable regulations and shall conduct themselves in an ethical manner about their competitors. Accordingly, suppliers shall not enter into any agreements or understandings (whether express or implied) or engage in any actions that illegally or improperly restrict trade or competition or that violate antitrust and competition laws.



UNIT by Aspekt Office

Human Rights

Reform will not tolerate human rights violations in any form. Reform expects suppliers to enact practices to maintain a respectful and safe workplace. Reform expects Suppliers to not tolerate physical violence, threats, corporal punishment, mental coercion, verbal abuse, disrespectful behaviour, bullying or harassment of any kind.

Modern Slavery and human trafficking

Reform does not tolerate slavery, forced labor, or human trafficking in any form. Reform requires suppliers and its subcontractors to fully comply with the applicable legal requirements of slavery, forced labor and human trafficking laws (e.g. UK Modern Slavery Act 2015, California Transparency in Supply Chains Act of 2010 (SB 657), and expects its suppliers to enact practices to ensure compliance with such law.

Child Labor

Suppliers must avoid and prohibit any form of child labor and must always respect the minimum employment age as set out in applicable legislation, ensuring that all workers are over 16 years of age or over the applicable statutory minimum age for workers in the relevant country. They shall take all reasonable steps to ensure that workers under the age of 16 are not assigned strenuous or dangerous tasks that may interfere with their education, or be detrimental to their health or physical, mental, moral, or social development.



PLATE by David Thulstrup

Non discrimination

Suppliers are expected to have a comprehensive commitment throughout their organization to build a culture of inclusion of all backgrounds without regard to gender, ethnicity, religion or other status.

Suppliers must not discriminate based on ethnicity, religion, race, skin colour, nationality, social origin, age, disability, health status, gender, sexual orientation, membership of trade unions or political views.

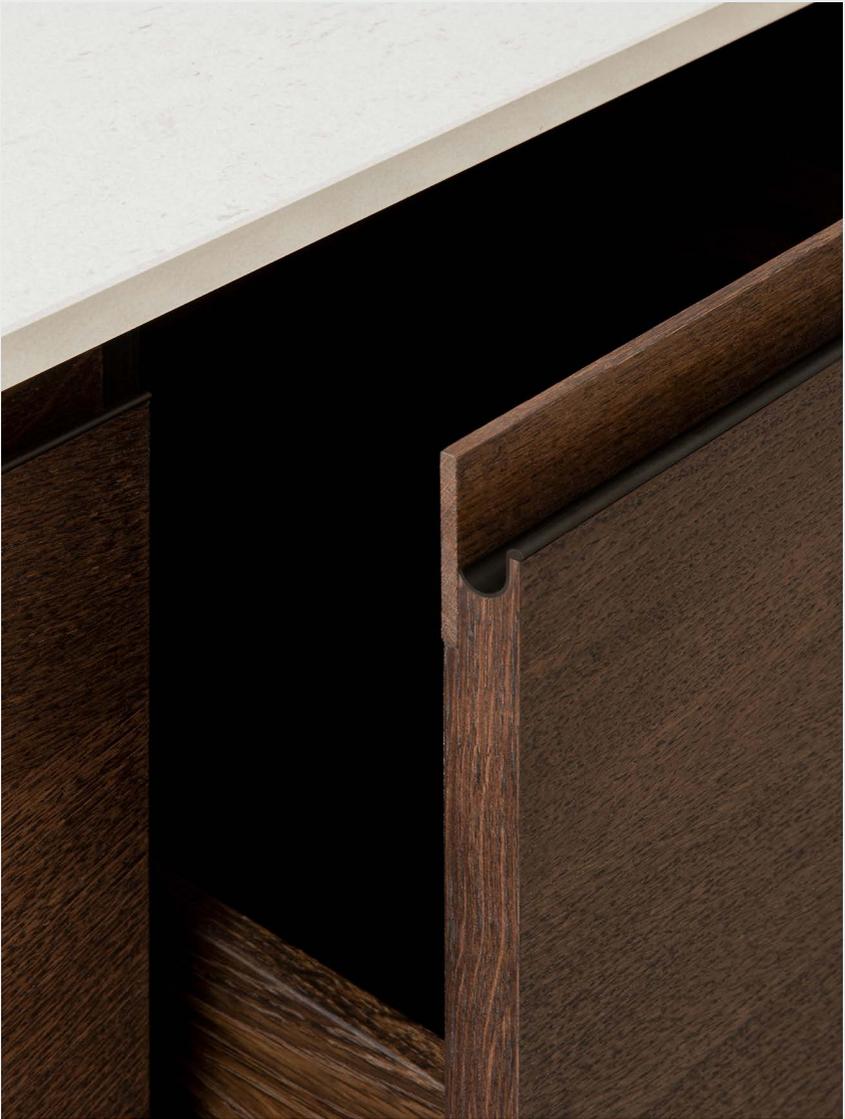
Suppliers commit to giving all employees the right to work in an atmosphere that is free from intimidation, threats, hostility, violence, harassment or disruptions to another's work performance.

Working conditions

Suppliers ensure that working conditions, hours, rest periods, leave and wages are in accordance with local regulations and industry practices and are at a level that enables a fair standard of living according to local conditions. In addition, wages may not be withheld as a disciplinary sanction.

Freedom of association

The supplier respects its employees' right to organize themselves and negotiate collective wage agreements. If independent trade unions are discouraged or restricted, the supplier enables workers to gather independently to discuss work-related issues.



PROFILE by Norm Architects

Healthy work environment

Suppliers must provide a healthy and safe working environment and prevent accidents and injuries related to the physical and mental environment through proper training and preventive measures.

Suppliers must treat all employees with dignity and respect and secure a workplace free from harassment, abuse and violence.

Environmental protection

Reform is committed to protecting and preserving the environment and rigorously complies with all applicable environmental laws, regulations and standards, demonstrating continual improvement in its environmental performance, and implementing leading industry practices.

Suppliers shall conduct their business in an environmentally sound and responsible manner and abide by all applicable laws and regulations in the countries where they operate, making every effort to minimize their environmental footprint and impact on the climate change and biodiversity.

Suppliers shall also take special care to: optimize the use of relevant resources, such as energy, water and materials; promote activities involving reuse and recycling, reducing waste hazard substances. This includes among others compliance with REACH (Registration, Evaluation and Authorisation of Chemicals) and RoHS (Restriction of Hazardous Substances).

Suppliers will develop and maintain the necessary supporting documentation, environmental KPIs and certifications to demonstrate compliance with the law and furnish relevant environmental documentation as required by Reform.

Suppliers will collaborate with Reform in relevant environmental and sustainable certification processes or approvals as required by Reform.

Wood traceability and sustainable origin

For wood based products, wood, virgin fibre etc supplied to Reform, suppliers are required to:

- Follow requirements of EU Timber Regulation (EUTR) and the U.S. Lacey Act and or similar
- Control the traceability of the origin of the wood and wood-derived raw materials.
- When required deliver FSC™ or PEFC™ wood and wood sub products or a credible alternative
- Any wood or wood-based product from following sources will be added to Reform's product:
 - Illegally harvested wood or wood harvested in violation of human rights or the traditional and/or civil rights of indigenous peoples.
 - Wood harvested in forests where high conservation values are threatened or wood harvested in forests being converted to plantations.
 - Wood from Amazonas or any other high biodiversity forest.
 - Wood originating from GMOs (Genetically Modified Organisms).



REFLECT by Jean Nouvel

Conflict minerals

Suppliers will comply with Conflict Minerals Regulation (EU Regulation 2017/821) or similar. Suppliers will ensure that the products, components and materials they sell to us which are incorporated into the products we sell or resold by us do not contain any tantalum, tin, tungsten or gold.

Transparency and audits

Suppliers are expected to provide their fullest cooperation, as required, in any inspections or audits conducted by Reform. Reform reserves the right to carry out, either on its own or through authorized third-parties, on-site routine inspections and audits.

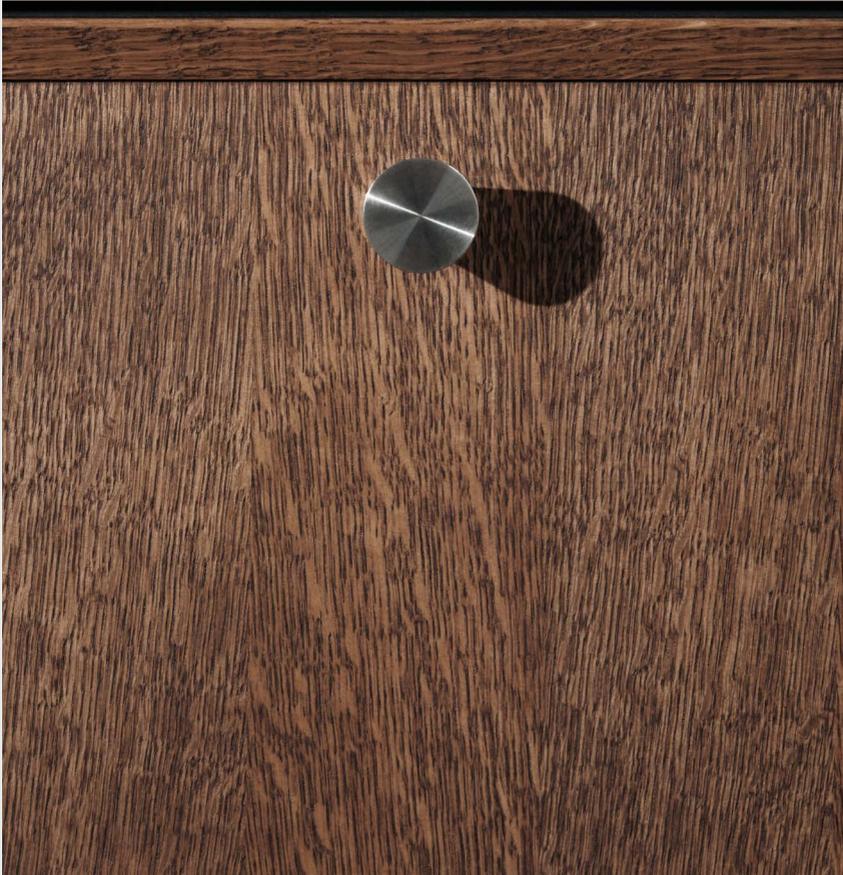
Information security

Suppliers shall establish and maintain adequate security systems, measures and procedures to protect any information belonging to Reform, from unauthorized access, use or disclosure, and ensure that such measures and procedures are suited to the sensitivity and confidentiality of the information collected or otherwise processed.

Sanctions

Failure to abide by the standards of The Code may negatively affect a supplier's current relationship with Reform and may impact the decision on whether such a relationship will be continued in the future.

Persistent and repeated non-compliance, depending on the gravity of the circumstances, shall have consequences ranging from a simple admonishment to termination of existing contracts and removal of a supplier from consideration for future business opportunities, as well as any other legal or administrative actions that may be deemed appropriate.



FRAME by Note Design Studio