

# Vendor Code of Conduct

## Introductory Statement:

At Edmonton Regional Airports Authority (“Edmonton Airports”), we recognize the importance of acquiring goods and services needed to carry out our business in a way that encourages positive outcomes to the environment, society, the Company and our employees.

Edmonton Airports’ corporate value, Dedicated to Sustainability, means a commitment to advancing on environmental, social and governance (ESG) criteria. Our vendors are expected to demonstrate their interests in ethical, fair, legal, and environmentally responsible business practices.

The Vendor Code of Conduct sets out the minimum standards we expect of our vendors and their subcontractors who participate in Edmonton Airports’ sourcing process. Social standards are based on the conventions set by the International Labour Organization (“ILO”) and the Canadian labor code.

## Minimum Performance Standards

### 1. Social

Depending on the nature of the vendor’s product or service, they will be able to produce information/measurable results on such things as wages and benefits, workplace safety, safety records and collective agreements, if applicable.

Non-Discrimination/equity-supporting – the vendor and its subcontractor will not discriminate against persons characteristics in hiring and employment practices. The vendor will be an equity supporting company through policies, ownership, or hiring practices.

Age of Employment – the vendor and its subcontractor will not employ persons under the age of 15 (or 14, where the law of the country of manufacture allows), and under the age of 18 where work may jeopardize persons health and safety. Legitimate workplace apprenticeship programs are permitted.

Wages and Benefits, and Hours of Work – the vendor and its subcontractor will comply with all applicable laws and regulations in their country of business, including those relevant to minimum wage, compensation, pay equity and hours of work.

Safe Workplace – the vendor and its subcontractor will provide a healthy and safe work environment for employees, consistent with or exceeding all applicable laws and regulations related to occupational health and safety, labor relations and the environment.

Freedom of Association and the Right to Collective Bargaining – the vendor and its subcontractor will work directly with their employees to find solutions to any legal and employment issues, and will respect worker rights to join labour unions, obtain representation, and bargain collectively.

Forced Labour, slavery or human trafficking – the vendor and its subcontractor will not use force or other similar means to gain labour and services from persons.

## 2. Environmental

The vendor and its subcontractor will comply with all applicable environmental laws and guidelines that relate to a vendor or subcontractor's product or service.

Depending on the nature of the vendor's product or service, they will be able to produce information/measurable results on such things as energy use, emissions, hazardous substances, material sourcing, waste disposal, resource efficiency, and / or water and wastewater. The vendor and its subcontractor will consider a life-cycle perspective in the generation, use and disposal of their goods and materials.

## 3. Business Ethics

The vendor and its subcontractor will:

- Advise Edmonton Airports of any current or past corporate interests which may materially or detrimentally conflict with the interests of Edmonton Airports, whether real or perceived.
- Not collude with or intimidate any other vendors or persons to gain an advantage in a competitive process and/or secure a purchase of goods and services from Edmonton Airports.
- Induce, entice, or pressure Edmonton Airports' directors, officers, and employees to gain an advantage in a sourcing process.
- Have policies and procedures in place for the proper handling and use of Edmonton Airports' non-public information that the vendor and its subcontractor may become aware of. The policies and procedures must meet all applicable laws and guidelines to prevent disclosure and/or inappropriate use of non-public information, including personally identifiable information.

## Compliance

Prior to providing goods and services to Edmonton Airports, vendors are expected to read and comply with our Vendor Code of Conduct and inform us immediately if they or their subcontractors have challenges or are not in compliance with any standards. Edmonton Airports may request vendors to provide information validating compliance.

The Vendor Code of Conduct is posted on our website, at:

<https://flyeia.com/business/technical-information/procurement-requirements/>