

NEP LEGAL GUIDE FOR SUPPLIERS

WE DO THE RIGHT THING



[NEPGROUP.COM](https://www.nepgroup.com)

MARTIN STEWART, CEO

- At NEP we do the right thing.
- We look out for each other and above all else we are accountable to each other, expecting the highest standards. Decency, integrity, honesty, inclusiveness and humility are non-negotiables in an organization and an industry that requires exceptional teamwork.
- We have created this Legal Guide for Suppliers to set out what we expect of you as a supplier of NEP. We appreciate your partnership!



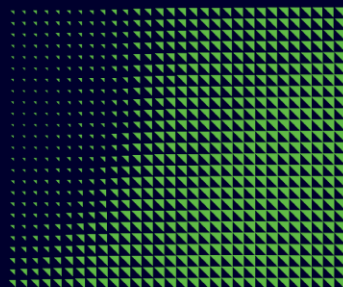
OUR VALUES



Do Right

We do the right thing

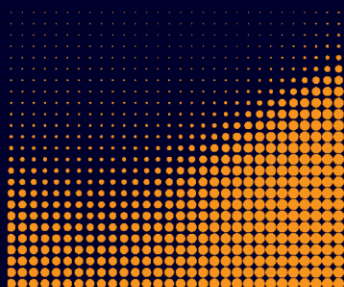
We look out for each other and above all else we are accountable to each other, expecting the highest standards. Decency, integrity, honesty, inclusiveness and humility are non-negotiables in an organization and an industry that requires exceptional teamwork.



Embrace the Possible

We are curious minds, with a thirst for discovery

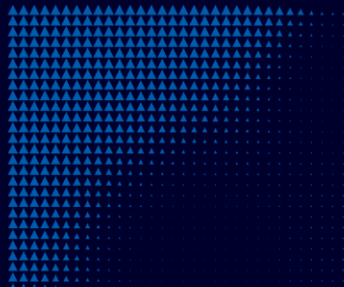
We share knowledge generously and we love to learn. We respect each other and the expertise and experience we each bring. We invest in each other to deliver the best.



Be Fearless

We are fearless innovators and problem solvers

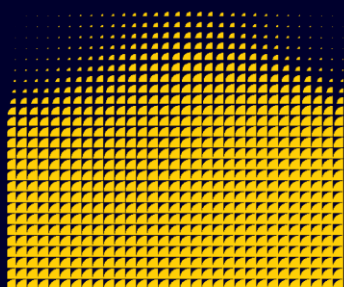
With our history, knowledge and expertise, we are building upon our foundations to lead for our future. We are creative in how we use the technology, not just users of creative technology. We are calm in a crisis and solve problems under pressure.



1 + 1 = 3

We are more than the sum of our parts

We connect and collaborate across disciplines, geographies, borders and brands. We pick up the phone, we ask the question, we get it done. We make 1 + 1 = 3 for our colleagues, our clients and everyone we work with.



Deliver the Wow

We stretch the limits of imagination

We create experiences that customers love, audiences remember and talk about, and our colleagues are proud to be part of. We get a kick out of delivering the wow.



Dean Naccarato, Chief Legal Officer

- This Legal Guide for Suppliers provides a concise explanation of the standards expected of you as a supplier to NEP. In short, we do the right thing. We also expect you to.
- If you have any questions or concerns please reach out to me, David Leadbetter or your local NEP contact. More information and all the full legal policies can be found at www.nepgroup.com/legal.



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ALCOHOL AND DRUGS

- You will not use, possess or supply illegal drugs.
- You will not consume alcohol at NEP's premises or on NEP jobs.
- You comply with drink-driving laws at all times.

BRIBERY AND CORRUPTION

- You shall comply with all applicable laws, statutes, codes and regulations relating to anti-bribery and anti-corruption.
- You shall not accept, offer, promise, pay, permit or authorise:
 - (a) bribes, facilitation payments, kickbacks or illegal political contributions;
 - (b) money, goods, services, entertainment, employment, contracts or other things of value in order to obtain or retain improper advantage; or
 - (c) any other unlawful or improper payments or benefits.
- You will comply with the NEP Bribery Policy, a copy of which is available at www.nepgroup.com/legal.

COMPANY PROPERTY

- You will take good care when using NEP company property or NEP customer property to ensure that it is properly and responsibly stored, secured, used, maintained and serviced as directed.
- You will not allow NEP company property or NEP customer property to be used by anyone outside NEP unless approved by NEP.
- You will treat NEP company property or NEP customer property with the same care that you would have for your own property.



COMPETITION LAW

- You will comply with all applicable competition laws.
- You will not agree with your competitors to fix a price in the market.
- You will not agree with your competitors to divide up customers or territories.
- You will not collaborate inappropriately with your competitors on responses to tenders.
- You will not seek or accept your competitors' confidential information.
- You will not share NEP confidential information with our competitors.
- You will comply with the NEP Competition Law Policy, a copy of which is available at www.nepgroup.com/legal.

CONFIDENTIALITY AND CONFLICT OF INTEREST

- In the course of your work with us you may be provided with confidential information.
- You will not, either during or after your work with us, disclose to anyone outside NEP any confidential information without authorization by NEP.
- Should you become aware of the loss of confidential information outside NEP, you will notify your NEP contact.
- You will never use confidential information provided in the course of your work with NEP for your own personal benefit or to promote a competing business. Should you become aware of any actual or potential conflict you will raise this with your contact at NEP.
- You will never buy or sell securities that relate to confidential information you have gained as a result of working for NEP.

DATA PROTECTION AND DATA PRIVACY

You shall comply with all data protection laws and requirements (including the GDPR) when processing any personal data on NEP's behalf. In relation to any private or personal information that you are given access to as a result of your work with NEP:

- You will handle that information fairly, lawfully and transparently.
- You will only obtain and use that information for specified and lawful purposes.
- You will only keep that information to the extent that it is adequate, relevant and not excessive in relation to the purpose for which you have it.
- You will make sure that the information that you keep is accurate and, where necessary, kept up to date.
- You will not keep that information for longer than is necessary.
- You will keep that information safe and secure, implementing appropriate physical and technical measures to ensure it's security and will ensure that there is no unauthorised access of the information by your Representatives.

ENVIRONMENT

- At NEP we believe that doing business that is right for the earth is the right way to do business.
- You shall ensure that you comply with all applicable environmental laws and regulations, including laws and international treaties relating to (but not limited to) waste disposal, emissions, pollution, discharges and the handling of hazardous and toxic materials and only use packaging materials that comply with all applicable environmental laws and treaties.
- You will act in an environmentally responsible and efficient manner, making efforts to minimise your impact on the environment. You shall have in place a suitable environmental management system for managing your environmental risks.
- You will source your products and supplies responsibly.
- NEP's Project Earth initiative is designed to make environmental sustainability a global priority. More information can be found on our publicly available web page (NEP Project Earth). <https://www.nepgroup.co.uk/talent/project-earth>.

HEALTH AND SAFETY

- NEP is committed to providing a safe and healthy working environment and you should follow all instructions given to you by NEP in this regard when at NEP locations. NEP also expects that you will provide your employees and workers with a safe and healthy working environment.
- NEP expects you to comply with the Health and Safety Laws of any countries where you are operating.
- NEP expects you to check and follow any Health and Safety Procedures implemented by NEP in any country where we are operating.
- NEP expects you to check and follow any Health and Safety Procedures implemented by its clients on any site where we are operating.
- NEP implements general and relevant industry-specific procedures and safeguards to prevent workplace hazards and work-related accidents and injuries and expects you to follow them.
- All accidents or incidents occurring on our premises must be immediately reported to your NEP contact.



INCLUSION AND DIVERSITY

- NEP aims to create an inclusive working culture that respects and values differences whilst encouraging individuals to contribute their best. NEP expects you, and your organisation, to do the same.
- NEP will not tolerate unlawful discrimination or harassment on any grounds.
- NEP expects all suppliers to support the creation of an inclusive and diverse workplace.

INTELLECTUAL PROPERTY

- You will take care to respect and protect NEP's intellectual property.
- You understand that intellectual property rights in materials that you create in the course of your engagement may be the property of NEP, (including copyright, patent, design right, trade mark, database rights, know how, trade secrets, confidential information or other intellectual property rights).
- You agree to assign the intellectual property rights in materials you create in the course of your work for NEP and to execute all necessary documents to affect such assignment.
- You will take reasonable steps to keep information of any potentially patentable inventions confidential.

IT AND SOCIAL MEDIA

- When using social media you will avoid making any statements or comments that disparage or reflect poorly on NEP.
- You will ensure that confidential and sensitive information is kept secure and any posts on social media or websites concerning work that you are doing for NEP must be authorized by your contact at NEP.

MODERN SLAVERY, CHILD LABOR AND HUMAN RIGHTS

- NEP is committed to ensuring there is no modern slavery, human trafficking or illegal labor practises and that Human Rights are upheld in our business or our supply chain. We expect the same standards from our contractors, suppliers and other business partners.
- You will comply with all applicable anti-slavery and human trafficking laws, statutes, regulations and codes from time to time in force in any part of your supply chain. This includes, but is not limited to, not supporting or engaging or requiring any forced labor, the use of child labor, bonded labor, indentured labor and prison labor.
- You will report any possible occurrence of modern slavery, human trafficking or illegal labor practices that you become aware of to your NEP contact.

SANCTIONS

- NEP does not do business directly or indirectly with suppliers from, or located in, Cuba, Iran, North Korea, Syria or the Crimea region of the Ukraine.
- Before doing business with any new suppliers from, or located in, Russia, the western Balkans (e.g. Bosnia and Serbia), Belarus, Burma/Myanmar, Burundi, Central African Republic, Democratic Republic of Congo, Iraq, Lebanon, Libya, Mali, Nicaragua, Somalia, South Sudan, Sudan, Ukraine (other than Crimea region), Venezuela, Yemen or Zimbabwe NEP will carry out an SDN check and consider each supplier carefully on a bespoke basis prior to proceeding. If you are a supplier based in one of these territories you will be required to disclose your actual and beneficial ownership to NEP.

TAX AVOIDANCE

- NEP believes in paying our fair share of tax and conducting all of our business in an honest and ethical manner.
- You agree not to commit tax evasion (cheating the public revenue of taxes).
- You will notify your NEP contact as soon as possible if you believe or suspect tax evasion.
- You will keep accurate accounting records reflecting work that you do for NEP.



WHISTLEBLOWING AND RAISING CONCERNS

- Where you have a serious concern of any wrongdoing you should raise this with your NEP contact.
- Where you are not comfortable doing this, you should reach out to the Chief Legal Officer (Dean Naccarato) or Regional General Counsel (David Leadbetter).
- You may also make a report (anonymously should you choose) via the Company whistleblowing hotline on +1-866-2506706 (or any of the local numbers listed in Annex A to the NEP Whistleblowing Policy) using access code '23583' or online via [Speakup](#).
- More information can be found in NEP's Whistleblowing Policy, available at www.nepgroup.com/legal.