

# Supplier Code of Conduct

In alignment with Bahrain Bourse B.S.C (c)'s ("BHB") core values and as a part of BHB's ongoing sustainability goals, BHB has developed a Code of Conduct ("Code") to ensure that all of BHB's and Bahrain Clear B.S.C (c)'s suppliers meet BHB's basic expectations with regards to legal requirements and basic ethical practices. BHB is committed to conduct its business with transparency, integrity, efficiency, commitment to excellence, teamwork, fairness and flexibility. This Code sheds light on the expected business standards and principles as rules of ethical behavior of BHB and specifies what BHB expects from its suppliers. The Suppliers and its representatives are liable to understand and adhere to BHB's Code. BHB may at any time discontinue a relationship with and of the Suppliers or representatives who violate this Code or any of BHB's rules and regulations.

## Business Integrity

### I. Compliance with Laws and Regulations

While conducting business with or on behalf of BHB, all Suppliers and its representatives are expected to conduct their business interactions and activities with integrity and in compliance with the applicable laws and regulations of The Kingdom of Bahrain and BHB's rules and regulations.

### II. Corruption or Bribery

Suppliers must not engage directly or indirectly, in any form of corruption or bribery and not to grant, offer or promise anything of value to conduct any form of unethical business.

### III. Avoid Conflict of Interest

Suppliers or its representatives must disclose any actual or potential conflict of interest due to either personal or business relationships with anyone within BHB prior to signing a contract with BHB. If a suppliers' employee is related to an employee of BHB, the supplier must disclose this fact to BHB.

### IV. Insiders Trading

Suppliers and its representatives who have access to BHB's confidential information are prohibited to disclose, use or tip inside information for securities trading purposes within BHB or for any other purpose as it may affect the prices of the securities listed on BHB, except to fulfill its obligations under the agreement between the Supplier and BHB.

All non-public information within BHB is deemed confidential. Information is considered non-public until it has been disclosed to the market by BHB or the listed companies. If any of the Suppliers or its representatives wish to trade any securities within BHB, a prior approval must be obtained from BHB. This applies to the Supplier and its representatives' Connected Persons as well (Spouse & Children).

## Data Protection

All information and data shared with the Supplier whether directly as part of the contract or came to the Supplier's possession due to the relationship outlined in the contract must be treated as confidential and must not be shared with any 3rd

party without BHB's explicit written consent. Suppliers must not disclose any personal data of BHB's employees and customers and must use this data for authorized business purposes only. Suppliers must be clear on when and how they collect, use or share personal data.

All personal data must only be processed in accordance with applicable data protection laws and regulations. Upon a breach of security, Suppliers must immediately notify BHB.

Suppliers must not issue any external communication regarding their business relationship with BHB including but not limited to press releases about BHB without prior written consent.

All BHB information and data that is in the possession of the Supplier must be destroyed at the completion or termination of the contract.

## Responsible work Environment

### I. Safety and Security

Suppliers must be in compliance with all BHB's safety and security rules. Suppliers must also Comply with the requirements for maintenance of passwords, confidentiality, and security to BHB's network, systems and buildings;

Suppliers must use BHB's technologies and systems for authorized business interactions only. It is strictly prohibited to use BHB's technologies and systems for personal use.

### II. No Harassment and Discrimination

Suppliers must not demonstrate harassment of any kind, including on the grounds of race, colour, religion, gender, national origin, age, disability or any other type of behaviour that is hostile, disrespectful, abusive and/or humiliating.

### III. Environment

Suppliers must be committed to the efficient use of papers, energy and water. Suppliers must make practical efforts to eliminate or reduce levels of generated waste and should reuse and recycle waste materials wherever possible.

## Supplier Relations

Suppliers are expected to encourage their subcontractors and sub-suppliers to comply with the minimum standards of the Supplier Code of Conduct regarding the protection of data, anti-bribery, no corruption and insiders dealing when fulfilling their contractual obligations.

### CONFIRMATION

We confirm to abide by the principles provided in this Suppliers Code of Conduct.

**Organization Name:**

**Authorized Person:**

**Position:**

**Date:**