

## SUPPLY CHAIN - CODE OF CONDUCT

### Background

Motus Holdings Limited (Motus), a public company listed on the Johannesburg Stock Exchange, is a diversified (non-manufacturing) business in the automotive sector with unrivalled scale and scope in South Africa, and with a selected international presence. Motus is committed to growth founded on socially-responsible actions and behaviours in all countries in which it operates and in all fields in which it does business. As reflected in Motus' own Code of Ethics, the company is committed to and adopts high standards of business ethics and best practices. The Code of Ethics is reviewed on a regular basis to ensure its relevance. All employees are obliged to comply with the Code of Ethics in all circumstances. A copy of the Code of Ethics can be found here:

<https://www.motuscorp.co.za/responsibility/our-people/>.

Of fundamental importance to Motus, as reiterated in the Code of Ethics, is the adherence to the principles based on the Universal Declaration of Human Rights, the international Labour Organization's (ILO) Declaration on Fundamental Principles and Rights at Work, the Rio Declaration on Environment and Development and the United Nations Convention Against Corruption.

### Application

Within the procurement framework, Motus considers social, environmental and fair economic business principles as key elements in business award decisions, both for new and existing suppliers. Supplier compliance with standards that match our own as outlined below is of utmost importance for Motus.

Motus reserves the right to carry out audits at any of a Suppliers sites, either by Motus or by a third party appointed by Motus, in order to verify conformance of the Supplier's practices with the Motus requirements.

### Communication and implementation of supplier code of conduct

This code, available on our website must be communicated to all material suppliers and where applicable used as an annexure to contracts.

## **MOTUS – SUPPLIER CODE OF CONDUCT:**

### **Commitments**

#### **1. Obey the Law**

Suppliers must respect and comply with the laws and regulations in force from time to time in all of the countries in which the supplier operates. When the standard stated in any particular legislation is lower than the international standards outlined below, suppliers are still required to converge to these latest international standards.

#### **2. Responsible Supply Chain Management**

Suppliers should prevent any contravention of human rights and prevent or mitigate environmental impacts that its enterprise may cause or contribute to through its own activities, or which may be directly linked to its operations, products or services by its business relationships.

### **Labour & Social Policies**

#### **3. No Child Labour**

Suppliers are prohibited from employing children in violation of the stipulations of the International Labour Organisation's convention (ILO Convention No's 138, 182). The minimum age for employment shall be the country legal minimum age, or the age for completing compulsory education in that country, whichever is higher.

#### **4. No Forced Labour**

Suppliers must not, under any circumstances, resort to forced or compulsory labour. Forced or compulsory labour is any work or service which is forced upon any person under the menace of a penalty and which the person has not entered into of his or her own free will.

#### **5. Working Hours**

Working hours (including overtime), as well as break times and periodic days off, shall be compliant with applicable laws & regulations, collective-bargaining agreements and international conventions.

#### **6. Fair Wages**

Suppliers shall comply with all applicable laws and regulations, including those relating to minimum wages, overtime hours and legally mandated benefits. In places where no legal requirement exists for defining a minimum wage, ILO Convention No 131 can serve as a basis for the definition. Workers must be paid in a fairly and timely manner.

## **7. Non-Discrimination and Equal Remuneration**

Suppliers must not discriminate against any worker based on race, color, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, national origin, social origin, or marital status in hiring and employment practices such as applications for employment, promotions, rewards, access to training, job assignments, wages, benefits, discipline, termination and retirement.

## **8. Freedom of association**

Suppliers must respect the right of workers to associate freely, form and join workers organisation of their own choice, seek representation, and to bargain collectively, as permitted by and in accordance with the applicable laws and regulations.

## **9. Health and Safety**

Suppliers shall ensure that the health and safety risks to their policyholders, employees, contractors and members of the public which arise from its operations are reduced as far as is reasonably practicable. We require that our suppliers carry out their operations in a safe manner in line with relevant regulation, approved codes of practice and industry best practice and in a way that does not expose any person to the risk of injury or ill health. Accordingly, its chosen contractors or suppliers are expected to demonstrate a clear commitment to Health and Safety Management and that they maintain effective policies and procedures.

## **Environment**

### **10. Environment**

Environmental Policy: Suppliers shall comply with all environmental laws and regulations and implement measures contributing to the protection of the environment. They should strive to minimize the adverse environmental impact of their products and services during the whole product life cycle: conception, design, development, procurement, production, transport, use and disposal or recycling.

Innovation & product life cycle: Motus is particularly attentive to bringing to market, in all countries, vehicles with better standards of environmental performance and endeavors to research and promote innovative technical solutions contributing toward this.

Prohibited substances and materials: Products or parts bought from Suppliers by Motus, whether they are standard or specifically-developed by the Suppliers for Motus, must not contain any product, material or substance prohibited by the legislation or regulations applicable in the both the country of manufacture and the country to which the product or part is designated for, and should be validated beforehand.

CO2 emission reductions: The Suppliers shall promote the development of technologies limiting CO2 emissions as well as energy saving and recycling solutions, and implement such strategies as may enable the Suppliers to minimize their overall environmental impact.

## **Economic practices**

### **11. Corruption, Bribery and Conflict of Interests**

All forms of corruption, bribery, extortion and improper advantage and not acceptable, and Suppliers are obliged to take all such measures to prevent same, and to comply with all applicable laws pertaining to these issues.

Aligned to the Motus Code of Ethics, Suppliers should not, directly or indirectly, offer, promise or give, any bribe or other undue advantage to Motus employees, public officials or other private or public actors, nor should Suppliers demand or accept any bribe or other undue advantage from Motus employees, public officials or other private or public actors, with the intention of obtaining or retaining business, or any other improper advantage.

The acceptance of gifts and gratuities from Suppliers is strictly regulated by the Code of Ethics.

A conflict of interest may arise where an employee or a close relative could potentially benefit personally from a transaction involving a company in the Motus group. Conflicts of interest shall be addressed by avoiding, identifying and revealing situations where there is an actual risk of conflict of interest in association with Motus employees or their relatives.

### **12. Fair Business Practices**

Suppliers shall strive to conduct business fairly and in accordance with all applicable laws and regulations related to fair competition.

Suppliers may be asked to communicate certain information to Motus, which is not necessarily in the public domain, such as information relating to the Supplier's financial health, information on its business activities, evolution and forecast. Where this information is not in the public domain information a Non-Disclosure agreement will be concluded.