



Motus Holdings Limited
SUPPLY CHAIN SOURCING POLICY AND PRACTICES

SUPPLY CHAIN SOURCING POLICY AND **Motus** PRACTICES

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1) INTRODUCTION

Motus Holdings and its subsidiaries (Motus) strives to be fair, accountable, driven and ensure that we operate in an environmentally friendly and responsible manner. This includes complying with rules and regulations, dealing at the highest levels of integrity and ethics, and ensuring business practices are non-discriminatory. The objective of this policy is to ensure that we deliver our business objectives while making a positive social impact on society in our supply chains around the world and reducing our environmental impact.

Our policy is guided by our supply chain framework which aims to introduce fundamental principles which all our material suppliers are required to meet to enable them to operate within the Motus value and supply chain. Given the diverse application within Motus, the measures and actions implemented need to be appropriate, enforceable and consistent whilst complying with legislation. The document aligns with the principles set out in the Motus ethical business conduct framework and should be read in conjunction with the following:

- i) Code of Ethics
- ii) Supply chain code of conduct
- iii) Conflict of interest
- iv) Anti-bribery and corruption

2) POLICY STATEMENT

The primary objective of our Supply chain sourcing policy is to plan, design, control, and the execution of social and environmental business activities associated with our procurement procedures, these can include providing guidance on supplier manufacturing processes which can improve product quality, reducing the risk of recalls and lawsuits and build a strong consumer brand. It should be noted that the recording and reporting obligations of Divisions in terms of this policy do not replace any obligations in terms of specific legislation and contractual obligations governing the operations of each division. Divisions must ensure that they continue to comply with all applicable legislation and commercial obligations.

3) PRINCIPLES

All supplier relationships are governed under the following principles:

- a) Conducted business lawfully and with utmost integrity,
 - i) Compliance with Laws
 - ii) Anti-Bribery and Anti-Corruption
 - iii) Conflicts of Interest disclosed
 - iv) Gifts and Hospitality disclosed
 - v) Confidential and Competitor Information integrated
 - vi) Financial Records, Money Laundering and Insider Trading
 - vii) Safeguarding Information and Property
 - viii) Product Quality and Responsible Innovation
 - ix) Reporting Concerns and Non-retaliation.
- b) Work is conducted on a freely agreed services level and distribution right agreement with relevant suppliers
- c) Suppliers will conduct business, where all workers are treated equally and with respect and dignity, Work is voluntary, all workers are of an appropriate age, paid a fair wage and working hours are reasonable.
- d) Workers are free to exercise their right to join trade unions or be part of bargain collectively, workers have access to fair procedures and remedies
- e) Workers' health and safety are protected at work
- f) Business is conducted in a manner that embraces sustainability and reduces environmental impact, which includes amongst others Water usage, best practice climate change adaptation, and use of biodiversity in a sustainable manner
- g) Land rights of communities, including indigenous peoples, will be protected and promoted

4) REPORTING ON BREACHES

Any non-conforming with the policy the supplier is aware of, should be reported to applicable management structures as soon as possible. Failure to report will be a breach of the policy. Reports can be submitted confidentially and anonymously.

An investigation will be done for any concern raised and this finding will be discussed with the relevant supplier.

Should remediation be required, the supplier will be devised to take the necessary corrective actions and provide an implementation plan within a reasonable timeline

5) ASSESS, MONITOR AND EVALUATE

- a) Based on the risk appetite guidelines a risk Assessment including environmental issues for new suppliers and due diligence processes needs to be performed.
- b) Procedures to be communicated, monitor the policy actively to establish the effectiveness of the policy,
- c) Provide training to senior management involved with the supply chain cycle on the intakes of suppliers.
- d) Regular onsite visits are to be conducted.

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6) IMPROVEMENT GUIDELINES

Guidelines are our recommendations for the implementation of a comprehensive and robust process, to help meet our principle of compliance.

These are used to help suppliers achieve Good and Best Practice within a reasonable timeframe.

We will continue to share best practices and updated guidance with our suppliers to help them reach the level of these principles.

These comprise critical elements of what is generally advisable to reach principles and to progress toward Good and Best Practices.

7) CONCLUSION

This document clearly defines a comprehensive set of ethical business practices. Employees are responsible for exercising their good judgment and obtaining further guidance on appropriate business conduct, where required. The whistle-blowing hotline enables our stakeholders to anonymously report concerns, and unlawful, dishonest, disrespectful and environmentally unfriendly behaviour.

8) OTHER RELEVANT DOCUMENTS

- a) Code of Ethics
- b) Supply chain code of conduct
- c) Conflict of interest
- d) Anti-bribery and corruption