

## Vendor Code of Conduct

This Vendor Code of Conduct (**code**) sets out specific expectations of our vendors. The standards contained within this code are based on internationally recognized norms, including but not limited to the International Labor Organization's Fundamental Conventions, the United Nations Universal Declaration of Human Rights, United Nations Guiding Principles on Business and Human Rights and local laws.

### 1. **Maintain Policies and Procedure**

We expect our vendors to maintain policies and procedures. In particular, we expect vendors to have policies that effectively address the following

- Compliance with Laws
- Conflicts of Interest
- Bribery and Corruption
- Money Laundering
- Data Protection

### 2. **Grievance Redressal Mechanism**

Vendors are expected to provide workers with access to transparent and confidential mechanism to raise workplace concerns, resulting into investigation and resolution and protection from retaliation.

### 3. **Human Rights**

We expect vendors to develop policies concerning human rights that applies to their extended operations and supply chains. The policies should at least cover following topics:

- Fair wages and benefits
- Child Labour
- Discrimination and Harassment
- Safe workplace conditions

### 4. **Diversity, Recruitment and Talent Development**

Vendors are expected to promote diverse and inclusive environment and recruit, develop and retain talent from diverse groups.

### 5. **Environmental impacts of Operations, Products and Services**

We expect our vendors to have policies and mitigating measures for negative environmental impacts from their operations, products and services.

### 6. **Confidentiality and Protection of Personal Data**

Vendors must keep all data or information shared by uab bank confidential at all times (during and after the business relationship). Vendors must not share such data and information with third parties unless an official written consent is provided by us. All applicable laws and regulations relating to confidentiality, banking secrecy and protection of personal data must be complied.

## **7. Lawful competition**

We expect Vendors not to discuss prices, quantities, discounts, distribution practices, customers, product development and company plans or activities with a competitor and must adhere to all applicable laws and regulations relating to competition or anti-trust.

uab bank has established a **Whistleblower Protection Policy** as part of good governance that sets out avenues for legitimate concerns to be investigated and addressed. Vendors may share their concerns to the following channels:

A. Direct Email Channel: [wb@uab.com.mm](mailto:wb@uab.com.mm)

B. SMS Reporting Channel: 09 44 44 36 309

Vendors will be able to raise concerns about illegal, unethical or questionable practices in confidence and without the risk of reprisal. A copy of the Whistleblower Protection Policy is available in our website.

We recognize that Vendors particularly those from the SME sector will require support in meeting the stipulations as stated. For these small vendors, uab bank will continue to support them towards developing a more formal structure as they grow their business. Small business will continue to be supported so long as they are agreeable in principle to abide with the above Code.

### **Other relevant codes and policies**

Other relevant internal codes and policies related to the Vendor Code of Conduct are:

1. Code of Ethics of uab bank Limited
2. Basic Procurement Guidelines and Procedure