

# Vitaquest Code of Conduct

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## Mission Statement

Since beginning operations over 40 years ago, Vitaquest has forged many prosperous relationships with customers and vendors alike on the path to becoming a renowned contract manufacturer of vitamins and nutraceutical products.

But Vitaquest's success brings with it a critical additional responsibility – an obligation to create a better future for the people and the communities with which it interacts. But what does this mean? At Vitaquest, this responsibility entails creating a sustainable world for both current and future generations. A sustainable world has three fundamental pillars: social, environmental, and corporate governance. Sustainability guides us in all of our actions and forms the basis for our Supplier Code of Conduct, which defines how we conduct our business and how we choose to do business and interact with our suppliers.

## Implementation of our Code of Conduct

Vitaquest's commitment to sustainability empowers it to involve its suppliers and contractors in its pursuit. Therefore, Vitaquest expects its suppliers and contractors to show solidarity by complying with this Code of Conduct. But the goal is not static. Vitaquest and its suppliers and contractors must strive for continuous improvement of business conduct to achieve sustainability based on these 3 pillars.

## Compliance with our Code of Conduct

Vitaquest expects its suppliers and contractors to use a proactive approach to establish and maintain the standards set forth in this Code of Conduct. To monitor and ensure compliance, Vitaquest and its suppliers and contractors must collect and track data, create relevant and measurable objectives and targets, and regularly monitor and verify progress. Vitaquest's employees are expected to report to management any business dealings or practices of suppliers or contractors which violate this Code of Conduct.

In the following paragraphs we present the Vitaquest Supplier Code of Conduct based on the 3 pillars:

## The Social Pillar

- **Non-discrimination** – Vitaquest does not discriminate on the basis of race, ethnic background, nationality, age, religion, gender, sexual orientation or disability.
- **Forced labor and child labor** – Vitaquest: does not use forced labor or child labor, and complies with Convention 138 (Minimum Age) and Convention 182 (Worst Forms of Child Labor) of the International Labor Organization.
- **Health and safety** – Regarding health and safety, Vitaquest implements policies to create an incident- and injury-free work environment and to prevent occupational illness and health problems associated with its business activities. Vitaquest actively identifies and rectifies unsafe situations, and works to continuously improve the health status of its employees.
- **Freedom of association** – Vitaquest respects the right of its employees to enjoy the freedom of association and collective bargaining.
- **Fair Compensation** – Vitaquest offers a fair compensation policy with due recognition for performance.

## The Environmental Pillar

- **Eco footprint** – Vitaquest incorporates environmental improvements whenever reasonably possible, including a reduction in raw materials, energy, emissions, discharges, noise, waste and reliance on natural resources and hazardous substances by means of clear targets and improvement policies.
- **Product stewardship** – Regarding the principles of product stewardship, Vitaquest identifies the risks and environmental impact attached to its products during the production, distribution and transportation process, as

well as their entire lifecycle, and looks for opportunities to reduce them. Vitaquest shares relevant knowledge, expertise and experience pertaining to responsible product stewardship with its suppliers, customers and others.

- **Continuous improvement** – Vitaquest continually evaluates and improves its products, working methods, production processes and services. Vitaquest ensures that such improvements are executed in a controlled way and are acceptable to its suppliers, customers and stakeholders.
- **Waste** – Vitaquest has in place a procedure for the safe handling, storage, transportation, utilization and disposal of waste in accordance with the applicable laws.
- **Information** – Vitaquest provides suppliers, customers and the general public with clear information about the environmental and safety aspects of its products and production processes.
- **Safety and health risks for local residents** – Vitaquest systematically and regularly evaluates, or shall employ the services of an external party to evaluate, the impact of its activities on local residents (e.g., emissions and waste from normal business operations).
- **Emergency response** – Vitaquest makes a reasonable and practicable effort to implement an emergency response program that addresses the most likely anticipated emergencies.

## The Corporate Governance Pillar

- **Laws and regulations** – Vitaquest operates in full compliance with applicable national, state and local laws and obtains all permits necessary to operate in accordance with such laws.
- **Free and fair competition** – Vitaquest values free and fair competition throughout the world and complies with competition laws in all areas in which it operates.
- **Embargoes and trade law** – Vitaquest respects applicable trade laws and restrictions as imposed by the United Nations and nations around the world, and has implemented strict policies to ensure compliance therewith.
- **Bribery** – Vitaquest refrains from any form of corruption including extortion and active or passive bribery.
- **Gifts** – Vitaquest's employees do not give or accept any gift or favor that could compromise or raise doubts about the neutrality of the decisions made by Vitaquest or its business partners.
- **Conflicts of interest** – Vitaquest discloses to its suppliers and contractors all available information about any conflict of interest including financial interests of a Vitaquest employee in any supplier's business.
- **Confidentiality** – Vitaquest protects all confidential information provided to it by its suppliers, contractors and business partners.
- **Transparent accounting** – Vitaquest's accounting records and supporting documents show a true, fair and complete picture and reflect the nature of the underlying transactions.
- **Business continuity** – Vitaquest strives to maintain policies and plans that mitigate exposure to terrorism, crime, threats, pandemics, natural disasters and work-place accidents.

**Vitaquest encourages its suppliers, contractors and business partners to adopt the 3 Pillars Code of Conduct – for a better world and a better future.**