



Dear Supplier,

Insite Compliance provides independent, impartial and objective assessment services for our global clients. Our audit findings will be duly recorded and reported to our clients. We request your cooperation to enable us to effectively execute this process.

We operate a strict Code of Ethics for our staff which prohibits the acceptance of gifts, payment or benefit in any form, direct or indirect. This letter is presented to the management of your facility for the purposes of explaining our expectations whilst our employees execute their scope of service on behalf of our client. We ask that you read this, understand it, sign and adhere to it:

1. Never under any circumstances give in to demands or requests for benefits or payments from an Insite Compliance Specialist. If an Insite Compliance Specialist requests or solicits for any direct or indirect benefit, you must contact the confidential Ethics Line or Insite main office as per the contact details below.
2. Never, under any circumstances, collude or offer a facilitation payment, bribe, gift or benefit to an Insite Compliance Specialist. Any benefit given to an Insite Compliance Specialist will be construed as a corrupt practice and will be reported to our client.
3. Do not put any undue pressure on our employees to execute their work if conditions stipulated by the client are not met.
4. Do not put any undue pressure on our employees to amend the results or recording of their findings.
5. During the work execution, our employees may be required to take photos of the factory facilities in order to validate findings. Please ensure this process is not obstructed.
6. Provide an environment where Compliance Specialists can work freely & constructively in a way that is conducive to doing their job properly and ensuring that the client's interest is protected. For audits, this may mean arranging private and confidential employee interviews in a suitable place.
7. We require a factory representative to sign the report prepared by our employees to acknowledge the execution of their work and findings.

Facility Representative

Signature

Date

Insite Compliance Specialist

Signature

Date

To make a report of unethical behavior, call the Ethics Line or contact Insite Compliance's USA office. We appreciate people who have the courage to report ethical concerns. All reports will be promptly and fairly investigated by senior management at Insite.

Ethics Line - To call free of charge from USA:	Insite compliance USA
<ol style="list-style-type: none">1. Dial 844-223-4165 to be connected with a Compliance Line operator2. The call will be answered in English, but a translator can be added if you say your language.	Manager, Client Programs and QA Tel: 001 415-226-1771 Email: m.negron@insitecompliance.com