

creative werks Supplier Code of Conduct

As a company committed to high ethical standards, creative werks practices corporate stewardship and responsible sourcing, and believes in the equal and fair treatment of our suppliers and all partners throughout our supply chain. Likewise, we expect our partners to adhere and insist upon safety, fairness and the equal rights of all peoples.

Compliance with the Law

At creative werks, we insist that all of our employees and suppliers comply with local, state and federal laws in the country where they operate.

Safety

Keeping a safe workplace and ensuring the safety of our food products are creative werks' highest priorities. We expect our vendors, employees and suppliers to comply with our SQF 2000 Level 3 food safety standards and Good Manufacturing Practices (GMPs), which are in accordance with the FDA, the Global Food Safety Institute and OSHA standards.

Forced Labor & Child Labor

Suppliers are prohibited from using forced labor of any kind including indentured servitude, imprisonment or debt servitude. In addition, supplier will not employ child labor of any kind as outlined by the International Labor Organization's 1998 Declaration on Fundamental Principles and Rights at Work.

Conflicts of Interest

Employees of creative werks should act in the best interest of creative werks. Therefore, suppliers and employees should avoid situations where their personal interests may conflict with creative werks.

Environmental Responsibility

creative werks expects their suppliers to act in environmentally responsible ways. creative werks strives to minimize its environmental impact and is required to submit environmental metrics to their

clients. creative werks may solicit environmental information from their suppliers and partners.

Business & Financial Records

Both the supplier and creative werks must keep accurate financial records of all transactions involving creative werks and the supplier. This includes time sheets and expense reports. Suppliers should send invoices in a time appropriate matter without delay.

Bribery

Employees and suppliers acting on behalf of creative werks are forbidden from offering or accepting bribery of any kind to any government official or stakeholder. This includes gifts, contracts, or favors.

Confidentiality

Suppliers and vendors are required to sign a Non-Disclosure Agreement upon entering contract with creative werks. Suppliers and vendors are prohibited from sharing confidential information, trade secrets and knowledge with anyone, unless instructed to do so by creative werks. If information was sent or received to the supplier in error, the supplier should notify creative werks immediately.

Gifts, Meals & Entertainment

Employees of creative werks are prohibited from accepting gifts from suppliers, partners or clients. All gifts (ie: tickets, merchandise, food, gift certificates or cash equivalents) must be turned over to Human Resources or Executive Management.

Reporting Misconduct

Suppliers who believe any creative werks employee has engaged in illegal activity, the supplier should notify creative werks immediately. The supplier's disclosure will not negatively affect their relationship with creative werks in any way.