



## Abt Associates Supplier Code of Conduct FAQs

This FAQ is intended to support Abt Associates' (Abt) suppliers.

### Supplier FAQ

#### What is the Supplier Code of Conduct?

The Supplier Code of Conduct (Code) establishes the standards of business conduct required of all suppliers in the delivery of goods or services to Abt and/or our clients, worldwide. As a signatory of the United Nations Global Compact, Abt's Code reflects our commitment to the Ten Principles, including our commitment to human rights, the environment, health and safety, business ethics, and the development of a diverse and sustainable supply chain.

#### Who is the Code applicable to?

References in the Code to “suppliers” are intended to cover suppliers, contractors, grantees, subcontractors, subgrantees, subawardees, subrecipients, and any other third-party doing business with Abt.

#### What do I need to know/do?

As a supplier to Abt, we expect you to read and confirm your compliance to the Code. This can be completed through DocuSign via the Supplier Self-Assessment Questionnaire. Should you require a new link, please request this through your Abt business contact.

#### I have received a copy of the Code by email, do I need to reply?

No – Please read and disseminate the Code, as appropriate, to your proper internal channels at your earliest convenience. You will be required to complete the Supplier Self-Assessment Questionnaire and will be advised of this in a separate email sent through DocuSign.

#### How do I know if I am the appropriate person to confirm compliance to the Code?

It is Abt's expectation that a contract signatory authority provides confirmation of compliance to the Code – this could be a business owner or account manager. Please disseminate this internally, as appropriate, and provide compliance confirmation at the highest available level within your organization.

#### I have not received a copy of the Code, where can I access it?

The Code can be accessed from Abt's [Supplier Resources](#) web page, where you will also find more information specifically for suppliers.

#### How will compliance to the Code be assessed?

Compliance to the Code will be assessed through Abt's Supplier Self-Assessment Questionnaire. You will be advised via email when you are required to complete the questionnaire and given a reasonable time frame to review and provide responses.

#### I don't understand or agree with the requirements of the Code, do I have to comply?

Yes - The outlined expectations are based on applicable laws, regulations, and best industry practices and complement existing Abt contractual requirements. If you have questions about the Code, please discuss them with your Abt business contact and highlight any specific areas of concern to be addressed.

### **Will my contract with Abt be terminated if I am not in compliance with the Code?**

Not immediately - Any supplier that is in violation of the Code could see the cancellation of its current business relationship with Abt and all future business arrangements. However, Abt would look to collaborate with suppliers to remedy non-compliance within a reasonable time frame in the first instance, before pursuing other available options. In the case of a violation of law or regulation, Abt may be required to report such violations to the proper authorities.

### **How do I report non-compliance to the Code?**

As referenced in the Code, you should promptly advise Abt of any non-compliance and remedy as a matter of highest priority. Suppliers should have their own process in place to report breaches to the Code in their business or supply chain. Abt would look to collaborate with suppliers to remedy non-compliance within a reasonable time frame in the first instance, before pursuing other available options.

### **I am aware of a Code violation, what do I do?**

In the Code we outline the process for reporting violations and details of Abt's whistle blower program. Suppliers can anonymously report Code violations and issues through these grievance mechanisms. For all other supplier questions and issues, not related to Code violations, please reach out to your primary Abt business contact.

### **Will I be notified of changes to the Code?**

Yes - The latest version of the Code will always be accessible from Abt's website. If material changes are made to the Code, suppliers will be notified.

### **Where can I go for more information about the Code?**

For more information, please reach out to your primary Abt business contact or email [AbtProcurement@abtassoc.com](mailto:AbtProcurement@abtassoc.com).