

NOTIFICATION TO ARAYMOND BUSINESS PARTNERS

Dear Valued Business Partner,

We would like to remind you of our policy on gifts, entertainment and gratuities.

We value our business relationships with you. These relationships are based solely on your performance in delivering quality products and services on time and at a fair price.

You are neither expected nor required to offer gifts and social amenities in order to maintain a healthy business relationship with us, and we discourage you from so doing.

This policy applies to all brands and subsidiaries of ARaymond globally and we ask that you communicate this policy to all of your global affiliates that conduct business with ARaymond.

For more information please consult the ARaymond Code of Conduct & Ethics <https://www.araymond.com/en/download-center/certifications-and-other-documents>

If you suspect any violations of this or any other ARaymond policy detailed in our Code of Conduct & Ethics, you should report via our [Whistleblowing system](https://www.safecall.co.uk/report) www.safecall.co.uk/report.

You may also contact our Risk & Compliance department via ethics-compliance@ARaymond.com for questions or to submit a report.

Thank you for your continued support.

Jason CRUMLEY
*Risk & Compliance Manager
ARaymond Network*



GIFT & INVITATION POLICY OVERVIEW

We would like to take this opportunity to remind your company of the policies our personnel are subject to with respect to gifts and entertainment (social amenities).

We hope that this will help avoid any awkward situations for you, and our, personnel. These policies apply to all brands and subsidiaries of ARaymond.

GIFTS AND INVITATIONS

A gift or invitation freely offered by you to our personnel may be accepted only when it is below a nominal value and involves your normal sales promotion, advertising or publicity. Our standard for nominal value is 50 €.

Generally, items such as a calendar, note pad or tie clip bearing your logo, with a nominal value, would be considered acceptable.

Please note that our Policy completely prohibits acceptance of:

- Gifts, prizes and donations for social or athletic events attended principally by personnel from our company. This includes holiday parties and social events commemorating an AR employee's retirement, promotion, transfer or acceptance of a position outside our company. A supplier representative invited to attend

such an event may not pay more than the cost of his or her own ticket.

- Price concessions or discounts not available to all ARaymond personnel or to members of the public generally.

Our employees may never ask that you provide them, or one of their family members or friends, with any gift, favor, or form of preferential treatment.

If an individual from our company violates this, please declare an alert via our whistle-blowing system.

www.safecall.co.uk/report

or to our compliance department

ethics-compliance@araymond.com

HOSPITALITY & SOCIAL AMENITIES

Social amenities must always be appropriate and limited, and they must never give the appearance of impropriety. Here are examples of appropriate social amenities that are normally acceptable for personnel under our policy:

- Offering refreshments before or after a business meeting.
- Offering meals before or after business meetings or when otherwise business-related, provided that this does not take place regularly.
- Offering business-related entertainment that is limited to athletic, theatrical or cultural events

(e.g., sports events, golf outings, or concerts) generally within the individual's local area. At least one of your employees must accompany our personnel to the event. Individuals from our company may not accept regular offers to attend such events with your company. Events requiring extensive travel or overnight stays paid by the business partner are prohibited.

Attendance at adult entertainment clubs or at other inappropriate locations, either on business or paid by your company, is not permitted under any circumstances.