Cisco Supplier Ethics Policy

Cisco Systems, Inc. and its affiliates (Cisco) are committed to the highest standards of product quality and business integrity. Cisco requires all of its suppliers and employees to conduct themselves with the highest standards of honesty, fairness, and integrity, complying with all applicable laws and avoiding even the appearance of impropriety.

Supplier shall ensure that its employees, subcontractors, agents, and third parties assigned to provide services or products to Cisco act consistently with this Supplier Ethics Policy. Cisco may audit Supplier and inspect Supplier's facilities to confirm compliance with this Policy. Cisco may require Supplier to immediately remove any Supplier employee or representative that acts inconsistently with this or any other Cisco policy. Failure to adhere to this Policy will result in disqualification from consideration for future business with Cisco and may result in termination of existing business. Supplier may contact Cisco's Ethics Office at ethics@cisco.com for questions relating to its obligations under this Policy.

Compliance with applicable law and Cisco policies

Supplier shall comply with all laws, regulations, and policies applicable to it and its dealings with Cisco, including employment laws prohibiting discrimination and harassment. If this Policy or any other applicable Cisco policy conflicts with applicable law, applicable law will govern such conflict to the extent it is impossible for Supplier to comply with both the law and the policy. If this Policy conflicts with any other applicable Cisco policy, this Policy will govern to the extent it is impossible for Supplier to comply with both policies.

Insider trading

Federal and state laws prohibit trading in securities by anyone with material information not available to the public. Supplier's interactions with Cisco may result in Supplier having access to material, nonpublic information about Cisco or another company (including Cisco's customers, suppliers, and other business partners). Supplier shall not engage in any action to take advantage of that information, including buying or selling Cisco's or that company's securities or sharing that information with others.

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Gifts, travel, and entertainment

Supplier shall not directly or indirectly provide any gift, travel, entertainment, political contribution, or charitable donation of any value to a Cisco employee or any third party on behalf of Cisco. Supplier may offer a Cisco employee a gift, travel, or entertainment only if it is: (a) appropriate (no cash or cash equivalents or other excluded gift type), does not create an actual impropriety or a perception of impropriety, and complies with all laws, regulations, and policies for all parties), (b) of reasonable value, and (c) with full transparency of its value.

Conflicts of interest

Suppliers must avoid even the appearance of a conflict of interest in their relationship with Cisco. Disclose any known family or other close personal relationships with Cisco employees who have any involvement in business between Cisco and Supplier or any influence on Supplier's relationship with Cisco. Suppliers shall disclose such relationships to the Cisco Ethics & Compliance (ethics@cisco.com). All Supplier employees onboarded to Cisco as contingent workers shall disclose via the Conflicts of Interest Disclosure Tool.

Unfair business practices

Cisco is committed to competing fairly and in compliance with the antitrust and competition laws in every country where it does business. Supplier shall comply with all applicable fair business, advertising, and antitrust competition laws; Supplier shall not fix prices, rig bids, allocate customers or markets, or exchange current, recent, or future pricing information with Supplier's competitors.

Anticorruption

Cisco is committed to doing business with integrity and in compliance with the highest anti-corruption standards. Corruption violates the public's trust, threatens economic and social development, and hurts fair trade. Supplier shall comply with the U.S. Foreign Corrupt Practices Act, all similar anticorruption and bribery laws in other countries, and Cisco's Global Anti-Corruption Policy. Supplier shall not engage or attempt to engage in bribery, extortion, or embezzlement. Supplier shall conduct itself with honesty, fairness, and high ethical standards, avoiding even the appearance of impropriety in all its business interactions worldwide.

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Unauthorized lobbying on Cisco's behalf and speaking to the press

Supplier shall not undertake any type of lobbying or other similar representative efforts on Cisco's behalf before any kind of government entity, official, body, or representative without the express written consent of Cisco's Government Affairs Group. Suppliers shall make no statements to the press about or on behalf of Cisco unless expressly authorized to do so by Cisco.

Intellectual property rights, privacy, and data protection

Supplier shall comply with all applicable intellectual property rights and laws. Supplier shall only use information technology and software that it has acquired or licensed legitimately and shall use them only in accordance with the terms of such licenses. Supplier shall not transfer any of Cisco's technology, proprietary information, or trade secrets without prior written consent from Cisco's Legal Department. Supplier shall respect the reasonable privacy and confidentiality expectations of everyone with whom it does business and shall appropriately protect all data that may come into its possession because of its relationship with Cisco, including data relating to Cisco and Cisco's employees, customers, and partners. Supplier shall comply with Cisco's instructions and with applicable privacy, data protection, and security laws and regulations when personal, confidential, proprietary, or other sensitive information is collected, stored, processed, transmitted, or shared. Supplier shall use Cisco-provided information technology and systems only for business-related purposes authorized by Cisco.

Cisco's global human rights policy

Cisco's Global Human Rights Policy formalizes our long-standing commitment to human rights for all people. Cisco upholds and respects human rights as contained in the United Nations Universal Declaration of Human Rights, the eight core International Labour Organization (ILO) conventions and is committed to the UN Guiding Principles on Business and Human Rights. Supplier shall conduct business in accordance with all such principles and in compliance with all applicable global and local human rights laws. Additionally, Supplier shall:

- Follow responsible business practices that do not infringe on human rights;
- Regularly assess human rights risks;

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- Mitigate risks and enable the remediation of adverse human rights impacts Supplier causes or to which Supplier contributes;
- Engage openly with stakeholders on issues that impact human rights; and
- Support Cisco's efforts to meet its human rights commitments.

Supplier code of conduct

Cisco expects its suppliers to operate in accordance with the Supplier Code of Conduct, which includes provisions covering responsible management in labor, health & safety, environment, and ethics. The policy reflects the basic tenets of responsible manufacturing agreed upon by the electronics industry. It is an evolving document that incorporates the feedback of Cisco, its peers, suppliers, customers, and outside stakeholders.

Off Book Funds

Cisco suppliers must maintain accurate and complete books and records regarding all transactions related to Cisco business. False or misleading books, records, and accounts are strictly prohibited. This includes the following, even if a Cisco employee asks a Cisco supplier to take such an action:

- invoicing Cisco for goods or services not yet delivered without a legitimate business reason;
- delivering goods or services without the existence of a valid written purchase order; and
- establishing, retaining, or using any undisclosed or unrecorded company funds ("off-book funds")

Notice of ethical concerns

Cisco expects all employees, customers, partners, suppliers, shareholders, and stakeholders to speak up promptly about any conduct or circumstances they believe may constitute a violation of this Supplier Ethics Policy or any other Cisco policy. Supplier shall promptly notify the Cisco Ethics Office at ethics@cisco.com or via the Cisco EthicsLine reporting tool regarding any known or suspected illegal or improper behavior relating to dealings with or on behalf of Cisco, including behavior by Cisco's employees or agents.