



## TENNANT COMPANY

### Supplier Core Expectations

**Tennant Company** is committed to conducting business ethically by respecting the local customs and practices of its suppliers and customers while requiring its own employees, agents, service providers, suppliers, and their subcontractors, to abide by applicable laws and industry standards.

These Supplier Compliance Standards (“Standards”) are based upon Tennant’s expectation that its Suppliers, and their subcontractors, comply with all applicable laws and regulations, maintain just and decent working conditions, share Tennant’s respect for the environment, and implement sound security measures.

Suppliers must permit Tennant and its agents to engage in assessment activities to confirm compliance with these Standards. Accordingly, Suppliers should endeavor to regularly evaluate their own facilities, books and records and those of their suppliers and service providers.

If Tennant determines through its assessment process that a Supplier is not meeting the requirements and expectations set forth in these Standards, Tennant will offer guidance with respect to matters requiring correction or that need improvement. Tennant reserves the right, however, to cancel outstanding orders, suspend future orders or terminate its relationship with the Supplier, as circumstances demand.

**1. COMPLIANCE WITH APPLICABLE LAWS.** Suppliers must comply with all applicable laws and regulations of the jurisdictions in which the Suppliers are doing business, including but not limited to labor and employment laws and laws pertaining to product design, manufacture, packaging, labeling, importation and exportation of those jurisdictions of the countries of manufacture and distribution. Commercial invoices and other necessary documentation must be provided in compliance with applicable laws. All products, unless specifically exempt under the applicable customs laws and regulations, shall be marked with the country of origin.

**2. CODE OF CONDUCT.** Suppliers are expected to maintain fundamental labor and human rights standards as described below and to require that upstream suppliers also adhere to these standards. All references to local law below include regulations implemented in accordance with applicable local law.

a) **No Forced Labor / Human Trafficking.** Suppliers will not use any forced labor, whether in the form of prison labor, indentured labor, bonded labor, slavery or otherwise. Suppliers will not engage in human trafficking. It is Tennant’s policy that where forced labor, including slavery, and human trafficking is found in its supply chain, it will seek eradication rather than ceasing business in that area.

b) **No Child Labor.** It is Tennant’s policy that it will not knowingly do business with Suppliers that illegally or improperly employ underage workers. Accordingly, Tennant expects that its Suppliers will not employ workers younger than the minimum age prescribed by the law of the country of manufacture or younger than the age for completing compulsory education in the country of manufacture, whichever is higher. However, under no circumstances should Suppliers hire or employ workers younger than 15 years of age.

c) **No Harassment or Abuse.** Suppliers will treat each employee with respect and dignity and will not subject any employee to any physical, sexual, psychological, verbal, or any other form of harassment or abuse.

d) **No Discrimination.** No person shall be subject to any unlawful discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, ethnic origin, or any other applicable prohibited basis.

e) **Health and Safety.** Suppliers shall provide a safe and healthy working environment required by applicable laws to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of Suppliers’ facilities.

f) **Freedom of Association and Collective Bargaining.** Suppliers shall recognize and respect the right of employees to freedom of association and collective bargaining entitled according to applicable laws.

g) **Wages and Benefits.** Suppliers recognize that wages are essential to meeting employees’ basic needs. Suppliers shall pay employees, as a floor, at least the minimum wage required by local law, and shall provide legally mandated benefits.

h) **Reasonable Working Hours and Overtime Compensation.** Except in extraordinary circumstances, Suppliers are expected to comply with the mandatory requirements in connection with working hours (including overtime) provided by local laws. All employees shall receive a minimum of one day off in seven, or the local legal requirement, whichever is more. In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours, either by virtue of overtime pay or compensatory leave as required by local laws. Where overtime pay is required, such overtime pay shall be calculated at such premium rate as is legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate at least



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equal to their regular hourly compensation rate. Notwithstanding the foregoing, Suppliers may otherwise arrange working hours (including overtime) for their employees and decide their overtime pay provided that local laws in connection therewith shall be complied with and approvals from competent governmental authorities shall be obtained by Suppliers.

**3. ENVIRONMENT.** Tennant expects its Suppliers to conduct business in a way that demonstrates respect for the environment. Suppliers should be alert to environmental issues and share in the commitment to conserve natural resources. Suppliers are encouraged to reduce excess packaging and to use recycled and non-toxic material whenever possible. Suppliers should take steps to minimize the negative impact their business might have on the environment particularly concerning material selection and the handling and disposal of hazardous material and other waste. Suppliers shall in all respects comply with local environmental laws and regulations.

**4. ANTI-CORRUPTION.** Suppliers must ensure that their employees, officers, directors, agents, suppliers, and service providers comply with all applicable anti-corruption and anti-bribery laws, including the U.S. Foreign Corrupt Practices Act and the UK Anti-Bribery Act, regardless of whether such laws would otherwise apply to the Suppliers. Suppliers may not give, offer, or promise any advantage or anything of value to influence the performance of official functions or gain a business advantage. Suppliers may not promise or make such payments to public officials acting on behalf of a government, agency, department, or state-owned business, to political parties or candidates for political office, or to their agents, employees, or representatives. These payments are prohibited whether made directly or through a third party, or whether made with company or personal assets.

**5. PRODUCT COMPLIANCE.** As it may be applicable, Suppliers must comply with applicable product compliance laws and regulations, including but not limited to EU Directive 2011/65/EU on the Restriction on the use of certain Hazardous substances in electrical and electronic equipment (ROHS), EC Regulation No 1907/2006 on Registration, Evaluation and Authorization of Chemicals (REACH), EU Member States' implementation of the foregoing, Section 1502 of the US Dodd Frank Act of 2010, and PRC laws and regulations in relation to the manufacture, registration, storage, use, sale and transportation of hazardous chemical substances. Supplier shall, upon request by Tennant, provide the material composition and origin data related to all homogeneous materials contained within the Product and provide to Tennant proof evidencing its compliance with all such applicable laws and regulations (including but not limited to those relating to requisite licenses, approvals, registrations and filings) to the extent satisfactory to Tennant

at the sole discretion of Tennant. Supplier will not make design, packaging, material, or specification changes that would result in non-compliance to applicable laws or regulations.

**6. REPORTING REQUIREMENTS.** Tennant is a U.S. publicly traded company and is therefore subject to certain government and private securities exchange reporting and compliance obligations. Such reporting obligations include and are not limited to Section 1502 of the Dodd Frank Act (on disclosing the use of conflict minerals) which requires that Tennant collect certain non-financial information from Supplier. Tennant will advise Supplier regarding these information requirements and Supplier shall keep accurate and separate records and accounts including information from Supplier's upstream suppliers, sufficient to enable Tennant to rely on such reports for purposes of complying with its reporting requirements. Supplier shall provide Tennant and its representatives, upon reasonable notice, access to its records for the purpose of performing audits to verify Supplier's reports as related to Tennant's reporting obligations.

**7. UPDATES.** These Supplier Compliance Standards may be updated from time to time by Tennant. A copy of these Standards in the local language shall be posted in a location visible to all employees at all facilities that manufacture products for Tennant.