

Code of Conduct for IDS External Service Providers

I. Purpose

The purpose of this policy is to set forth IDS expectations for the conduct of its external service providers and to make them aware of the conditions and terms that govern IDS business. This policy highlights the standards that IDS expects from its external suppliers and their affiliates.

II. Scope

This policy applies to all IDS external service providers and their affiliates who provide IDS with goods and commodities, including but not limited to:

1. Hardware Providers; whereas IDS purchases IT equipment for its internal use and for its customers
2. Online Service Providers – Cloud Services
3. Software Service Providers; whereas IDS purchases operating systems, software tools and licenses for its operation and for its customers.

III. Policy Terms

1. External service providers shall supply the company with goods and commodities that ensure the integrity, availability, and confidentiality of IDS operation, production and delivery of software.
2. IDS expects external service providers to continuously communicate information and updates about the products they sell or the services they provide. The communication shall be through IDS Purchasing Manager for supply of IT equipment (hardware and software tools) and shall be through the project managers for supply of software services.
3. External service providers shall deal with the company's correspondences as confidential information that shall not be shared or used out side the course of doing business with IDS.
4. External service providers shall deal with IDS IT assets as strictly confidential. Access to them is restricted. Sharing, using, or modifying them is prohibited.
5. Access to IDS IT assets shall be coordinated with the company's CISO and shall be granted on a Need-to-Know basis.
6. The external service provider is not subject to any form of sanctions.
7. The external service provider is not blacklisted/debarred and is not listed in any Ineligibility List.
8. The external service provider is not involved in any litigation that may have a negative impact on supplying and delivering goods.
9. The external service provider does not engage in corruption acts including bribery and forgery.
10. The external service provider prohibits child labor and forced labor.
11. The external service provider supports gender equality.
12. The external service provider promotes environmental sustainability and takes action towards sustaining a healthy environment.

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