

## English

This IHG Vendor Code of Conduct sets out the requirements, principles and practices that IHG has adopted to promote ethical conduct in the workplace, safe working conditions in the supply chain, treatment of persons with respect and dignity, and environmentally responsible practices. These are the minimum standards under which IHG vendors are expected to operate, and IHG encourages vendors to exceed the requirements set out below.

### Vendor declares herewith:

#### Compliance with Laws and Regulations

- to comply with the laws of the applicable countries in which it operates as well as international laws related to the conduct of business.

#### Labour and Human Rights

- to support the protection of human rights, particularly those of its employees, the parties with whom it conducts business and the communities where it operates
- to respect its employees' rights to voluntary freedom of association under the law
- to provide a safe and healthy working environment
- to not support forced and compulsory labour or the exploitation of children
- to support the elimination of employment discrimination and harassment, and promote diversity in the workplace
- to provide employees with remuneration and tools for growing their careers, and take their wellbeing into consideration.

#### Environmental Protection

- to implement sound environmental practices in the design, development and operation of its business and provide the training and resources required to implement such practices
- to encourage the development and integration of sustainable technologies and to endeavour to reduce the use of energy and water, and re-use and recycle the resources consumed by its business wherever practical
- to engage its customers, colleagues, partners, suppliers and contractors in its efforts to protect the environment
- to monitor, record and benchmark environmental performance on a regular basis.

#### Business Integrity

- to tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law
- to safeguard from disclosure IHG's confidential and proprietary information as well as its employee and customer privacy and personal information
- to avoid business activity that would conflict or interfere with the provision of products and services to IHG
- to accurately record and disclose information regarding business activities, structure, and financial situation and performance in accordance with applicable laws, regulations and industry practices.

## Akan

Saa IHG Adetɔnfoɔ Ahosodie Mmra yi ka ahwehwɛdeɛ, mmra ne akwankyɛɛ a IHG no agye atom sɛnea wɔbɛfoa mmra a wɔn agye atom wɔ adwuma mu, dwumadie a ɔhaw biara nnim, obu a yɛde ma obiara, ne atenaɛɛ asɛyɛdeɛ dwumadie. Eyinom ne nea esua wɔ IHG adetɔnfoɔ ase a ɛsɛ sɛ wode di dwuma, na IHG nso hyɛ adetɔnfoɔ nkuran sɛ wɔn nkɔ wɔn anim nsen ahwehwɛdeɛ a ɛwɔ ase ho no.

### Adetɔnfoɔ de wɔn nsem to dwa

#### Mmra so di

- Sɛnea yebedi ɔman wɔyɛ dwuma wɔho mmra so no ne amanɔne mmra a ɛne dwadie ahosodi mmra hyia no.

#### Paadi ne Nnipa hokwan a wɔwɔ

- sɛnea wɔbɛboa na wɔn abɔ nnipa hokwan a wɔwɔ ho ban no, titiriw nea sɛfa adwumayɛfoɔ ho, wɔn a yɛne wɔn yɛ adwuma ne mpɔtam a yɛyɛ adwuma no
- sɛ yɛkyɛre obu ma yɛn adwumayɛfoɔ hokwan a wɔwɔ sɛ wɔdɔm kuo biara a wɔpɛ wɔ mmra ase
- yɛ ma atenaɛɛ a wɔyɛ adwuma wom no yɛ beaɛ a ɛho te.
- yɛnnfoa ɔhyɛ adwuma so anaa yɛmfɛ mmofra nyɛ adwuma
- yɛ boa sɛ wonyi adwuma mu nhweanim mfi ho na mma wɔn nyɛ nhɛyɛ anim wɔ adwuma mu
- yɛma yɛn adwumayɛfo no akatua ne anwenade a wode bɛma wɔn adwuma no atu mpɔn, na wɔn yiyedie nso ho hia yɛn

#### Atenaɛɛ banbo

- yɛbɛbo mmɔden de dwumadie a ɛbɛboa yɛn atenaɛɛ no na ebɛsi ho wɔ yɛn ahɔhɔbea ho asiesie, mpuntuo ne ɛho adwumayɛ mu
- yɛbɛhyɛ mpuntuo wɔ abɛɛfo mfidie ho dwumadie mu na afei yatew sɛnea yɛde ahinam ahɔnden ne nsuo di dwuma no so, na nwura a yɛn dwaudie no de ba no yɛbɛsan de ayɛ ade foforo
- yɛbɛma yɛn dwadifoɔ, wɔn a yɛne wɔn yɛ adwuma, ahomegyeɛba wuranom, wɔn a wɔma yɛn nneɛma no de wɔn ho ahyem bere a yɛpɛ sɛ yɛbo atenaɛɛ no ho ban no
- hwɛ, na yabu yɛn atenaɛɛ mmɔdenbo ho akontaa bere nyinaa.

#### Dwadie mu nokwaredie

- yɛnfoa prɔyɛ biara so anaa krataasehyɛ biara, anaa sika biara a wotua anaa mfasoɔ biara a wode ma aban adwumayɛni sɛdeɛ ɛbɛsesa ne gyinaesi no tia mmra
- yɛbɛbo IHG nsem ne nsemhia bi ho ban saa ara nso na adwumayɛfoɔ ne adetɔnfoɔ kokoam nsem nso yɛbɛbo ho ban
- yebɛgyaɛ dwadie dwumadie biara a ɛne nneɛma ne dwumadie a yɛde ma IHG nhɛyɛ no
- yɛbɛkyɛre nsem anaa yɛbɛma nsem a ɛfa dwadie, dwumadie, sikasɛm ne mmɔdenbo ada adi pɛpɛpɛ nea ɛne mmra, adwuma mu akwankyɛɛ hyia no.

### Supply Chain

- to use reasonable efforts to ensure that vendors, subcontractors and suppliers also operate in a manner consistent with the IHG Vendor Code of Conduct.

Note that this document is not intended to create new or additional third party rights or obligations in favour of third parties, including any rights of, or obligations to, employees of the vendor. It supplements, but does not supersede, any rights maintained by IHG under any contract or agreement with any vendor.

IHG reserves the right to reasonably update, alter or change the requirements of the IHG Vendor Code of Conduct. In such an event, IHG expects the vendor to accept such changes and act accordingly.

### Atukɔtɔnfɔ

- yɛbɛfa nyansa kwan bi so na yahwɛ sɛ adetɔnfɔɔ, wɔn a wɔde adwuma hyɛ wɔn nsa, ne wɔn a wɔma nneɛma nso di dwuma a ɛne IHG adetɔnfɔɔ ahosodie mmra hyia pɛpɛɛpɛ.

Hyɛ no nso sɛ ɛnyɛ saa kraataa yi atirimpɔw ne sɛ ɛbɛma onipa foforɔ kwan anaa ɛde onipa foforɔ bɛka ho anaa ɛbɛboa nea wode no aka ho no anaa adetɔnfɔɔ dwumayɛni. Ide mmra no bi ka ho, nanso ɛnsi hokwan biara a IHG wɔ wɔ mmra biara ase anaa dwadie biara a ɔne adetɔnni bedi.

IHG wɔ hokwan sɛ wɔbɛsesa nneɛma mu, anaa wɔsesa ahwehwɛde a a wɔhwehwɛ wɔ IHG adetɔnfɔɔ ho. Wɔ saa tebea no mu no, IHG hwehwɛ sɛ adetɔnni biara bɛte nsakraɛ biara a wɔbɛyɛ no ase na wɔde adi dwuma.