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Altadena, CA 91001

Longmont, CO 80501

Greenbelt, MD 20770

Dear Valued Supplier,

Honeybee Robotics’ mission is to invent and manufacture groundbreaking robotics that will unlock the potential of Space. We steadfastly pursue our mission with a foundation of strong ethics to guide our business decisions. All Honeybee Robotics’ employees, especially those involved in sourcing, purchasing, and receiving goods and services from suppliers, must ensure that our suppliers also operate to high standards regarding the treatment of employees and the ethical operation of their businesses.

*A strong ethical culture enables the exercise of high-quality judgment, thus ensuring the strength and successful functioning of both Honeybee Robotics and our suppliers for the long term.*

We expect our suppliers to share in our commitment to conducting business honestly and with transparency. Fundamentally, suppliers must honor business obligations as agreed upon, and manage unanticipated events in a proactive, timely, and transparent manner.

Honeybee Robotics’ suppliers must be good citizens in their location. Suppliers must comply with all applicable laws and regulations, treating these requirements as a minimum standard for operations. Honeybee Robotics will not do business with suppliers who violate our Supplier Code of Conduct.

This Code establishes Honeybee Robotics’ expectations for 1) health and safety, 2) fair employment practices, 3) ethical and fair business practices, 4) proprietary information, 5) environmental stewardship, and 6) record keeping.

1. **Health and Safety**

Suppliers must provide employees with a safe, clean, and healthy work environment. Suppliers must provide safety equipment, establish comprehensive safety rules, and conduct training to safeguard employees from recognized hazards. Workspaces should provide good air quality, lighting, and water. U.S. based suppliers must comply with all applicable OSHA standards and regulations.

1. **Fair Employment Practices**

All suppliers must ensure that human rights are upheld within their businesses. Suppliers must ensure that the employer-employee relationship is fair and voluntary, providing just benefit to both parties. All suppliers must adhere to the following requirements:

No Child or Prison Labor – Child or prison labor must not be used in any stage of a supplier’s business. Suppliers are prohibited from using indentured or prison labor, or receiving services from vulnerable persons by means of force or coercion. All work must be voluntary.

Anti-Discrimination and Fair Treatment – Suppliers should treat their employees with respect. Unlawful discrimination, harassment, or abuse of any kind is not permitted. Hiring and employment actions should be made based solely on the knowledge, skill, and performance of the workers.

Wages, Work Hours, and Benefits – Suppliers should compensate their employees with wages, overtime pay, and benefits that meet or exceed legal minimum standards. Employees should be paid in a timely, regular manner. Work schedules and overtime must be compliant with all applicable laws, including maximum hours and rest period laws. If there are no legal minimum standards in a particular jurisdiction, suppliers should ensure that compensation and benefits are at least comparable to those at similar companies in the local area or to prevailing industry norms.

1. **Ethical and Fair Business Practices**

Honeybee Robotics complies with applicable federal, state, and local laws and regulations in every facet of our business. We expect our suppliers to do the same. Moreover, we enjoy the technical and business challenges of our industry. Therefore, we expect to participate in an environment that protects the competitive nature of our business and that of companies with whom we do business. Suppliers must adhere to the following standards:

## No Bribes, Kickbacks, or Other Unfair Influence – Honeybee Robotics has a zero-tolerance policy for corruption. Suppliers must comply with all anti-corruption and anti- bribery laws, including the U.S. Foreign Corrupt Practices Act. Suppliers are prohibited from offering or accepting bribes, kickbacks, or favors in dealing with all levels of Honeybee Robotics’ employees. Suppliers must not directly or indirectly give or receive improper business advantage by giving or receiving anything of value in exchange for preferential treatment.

## Pro-Competitive Business Practices – Suppliers will comply with all applicable antitrust and competition laws and will conduct their business in a pro-competitive fashion. The following practices are strictly prohibited: unlawfully restraining competition, collusive bidding, price fixing, price discrimination, improper market allocation, falsification of documents, and any other unfair trade practice in violation of antitrust laws.

1. **Protection of Proprietary Information**

Suppliers and potential suppliers may receive proprietary Honeybee Robotics information. Proprietary information is generally not available to the public. It may include, but is not limited to, part specifications; technical drawings, descriptions, and data; research findings; products; software and code; processes; formulas; and pricing. Suppliers must not use Honeybee Robotics’ proprietary information, except as required to evaluate our proposed business relationship or to execute on a contract with Honeybee Robotics. Suppliers must not reverse-engineer or attempt to derive the composition or underlying information, structure, or ideas of any proprietary information.

Suppliers must safeguard Honeybee Robotics’ proprietary information to ensure that it is not willfully or negligently exposed to other companies. Suppliers must promptly notify Honeybee Robotics about any unauthorized disclosure or use of proprietary information.

When asked by Honeybee Robotics, suppliers must promptly return all proprietary information and all copies, extracts, and other work/items in which proprietary information may be contained or embodied.

1. **Environmental Stewardship**

Suppliers must fully comply with all applicable environmental laws and regulations and should strive to conduct their operations in an environmentally sensitive manner. Honeybee Robotics will give preference to suppliers who are environmentally conscious.

Environmental Permits – Suppliers must obtain and keep current all required environmental permits. Suppliers will also comply with any applicable operational or environmental reporting requirements.

Pollution Prevention and Resource Reduction – Suppliers should reduce waste and usage of all types by implementing appropriate conservation measures in their operations. Improvement plans for waste reduction, recycling, energy conservation and greenhouse gas mitigation policies should be in place, along with demonstrable evidence of implementation.

1. **Record Keeping and Compliance Requirements**

## Honeybee Robotics expects suppliers to maintain accurate and honest business records. This helps us make responsible business decisions and disclose truthful and timely information to our stakeholders. Upon request, suppliers will provide Honeybee Robotics with information relevant to the technical and financial performance of the contract and needed to support invoices.

Suppliers must disclose, on request, the location of facilities and known origins of materials to enable traceability.

Suppliers should have adequate monitoring and record keeping systems to ensure compliance with this Supplier Code of Conduct. Honeybee Robotics reserves the right to monitor, review, and verify compliance with this Supplier Code of Conduct. Honeybee Robotics reserves the right to terminate any agreement or arrangement with supplier if compliance with this Supplier Code of Conduct cannot be demonstrated.

If you have any questions, please reach out to me, your supplier quality engineer, or your buyer.

Sincerely,

Jennifer Smith

Director of Procurement

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