AFR Supplier Code of Conduct
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1. Introduction

AFR is committed to conducting business responsibly and sustainably across its operations and supply chain. As a provider of furniture rental, refurbishment, and logistics services, AFR expects its suppliers and partners to uphold high standards of environmental responsibility, human rights, ethical conduct, and operational integrity.

This Supplier Code of Conduct ("Code") defines the minimum standards expected of all suppliers, subcontractors, and business partners ("Suppliers"). It is informed by internationally recognized frameworks, including the UN Guiding Principles on Business and Human Rights, the International Labour Organization (ILO) Core Conventions, and the OECD Guidelines for Multinational Enterprises on Responsible Business Conduct.

2. Scope

This Code applies to all Suppliers providing goods or services to AFR. Suppliers are expected to comply with these requirements within their own operations and to use reasonable efforts to cascade these expectations through their supply chains.

3. Labor & Human Rights

Suppliers must respect human rights and provide fair and safe working conditions.

Suppliers shall:

- Prohibit all forms of forced labor, bonded labor, and human trafficking
- Prohibit child labor in accordance with ILO standards
- Provide fair wages, benefits, and working hours in compliance with applicable laws
- Prohibit discrimination and promote equal opportunity
- Maintain a workplace free from harassment, abuse, or intimidation
- Respect employees' rights to freedom of association and collective bargaining, where permitted by law

4. Health & Safety

Suppliers must provide a safe and healthy working environment.

Suppliers shall:

- Identify and manage workplace hazards, particularly in logistics, warehousing, and manufacturing environments
- Provide appropriate training, procedures, and safety controls
- Ensure availability and use of personal protective equipment (PPE)
- Maintain facilities in compliance with applicable health and safety regulations
- Record, investigate, and address workplace incidents

5. Environmental Responsibility

Suppliers are expected to minimize environmental impacts and support sustainable and circular practices.

Suppliers shall:

Environmental Management

- Comply with applicable environmental laws and regulations
- Implement practices to reduce waste, emissions, and resource consumption
- Improve energy efficiency and, where feasible, reduce greenhouse gas emissions

Climate & Reporting Expectations

- Upon request, provide environmental data, including but not limited to:
  - Greenhouse gas emissions (Scope 1 and 2, and Scope 3 where relevant)
  - Energy consumption
  - Waste generation and disposal practices
- Maintain reasonable records to support reported data

Materials & Circularity

- Prioritize the use of durable, repairable, and recyclable materials
- Where applicable, increase the use of recycled content in products and packaging
- Where wood-based products are supplied, prefer materials certified to recognized standards (e.g., FSC, PEFC, or equivalent)
- Avoid, where feasible, materials with high environmental impact (e.g., certain single-use plastics, PVC)
- Support product reuse, refurbishment, and end-of-life recovery solutions

Chemicals & Waste

- Ensure safe handling, storage, and disposal of hazardous materials and chemicals
- Minimize waste sent to landfill and promote recycling and reuse

6. Business Ethics

Suppliers must conduct business ethically and transparently.
Suppliers shall:

- Prohibit all forms of bribery, corruption, and improper payments
- Comply with applicable anti-corruption and anti-bribery laws
- Avoid and disclose any conflicts of interest
- Comply with competition and antitrust laws
- Maintain accurate and transparent business records

Third-Party Due Diligence

- Implement reasonable processes to ensure that their own suppliers and subcontractors comply with applicable laws and ethical standards
- Avoid engaging with parties involved in illegal or unethical practices

7. Data Protection & Cybersecurity

Suppliers must protect sensitive information and maintain appropriate cybersecurity practices.

Suppliers shall:

- Protect confidential, proprietary, and personal data related to AFR and its customers
- Implement reasonable technical and organizational safeguards to prevent unauthorized access, data breaches, or misuse
- Comply with applicable data protection and privacy laws
- Promptly notify AFR of any data breaches or cybersecurity incidents that may impact AFR

8. Compliance, Monitoring & Corrective Action

Suppliers are expected to:

- Maintain documentation demonstrating compliance with this Code
- Provide information reasonably requested by AFR regarding sustainability and compliance practices
- Participate in reasonable assessments, audits, or information requests where required
- Promptly address any identified non-compliance through corrective action plans

Failure to comply with this Code may result in corrective actions, suspension, or termination of the business relationship.

9. Grievance Mechanism & Reporting Concerns

Suppliers shall provide mechanisms for workers to raise concerns without fear of retaliation. Suppliers and their employees may also report concerns related to AFR business activities through AFR's reporting channels:

Phone: 1-888-219-0340

- Extension 1: Report a concern to AFR's Chief Human Resources Officer.
- Extension 2: Report a concern through an alternate reporting contact.

AFR prohibits retaliation against any individual who raises a concern in good faith.

10. Acceptance of the Code

Suppliers are expected to comply with this Code as a condition of doing business with AFR.

Execution of a contract, purchase order, or agreement with AFR that incorporates or references this Code shall constitute acceptance of and agreement to comply with its terms, whether or not the Supplier has separately signed this document.

AFR may request written acknowledgment of this Code from Suppliers at its discretion.