



United Independent Petroleum Marketing Company Limited

Supplier Code of Conduct and Ethics

Doc. No: UNI-PCD-COC-1013

Rev. 0

APPROVAL SIGNATURE RECORD				
Document Status	Name	Designation	Signature	Date
Prepared	Richard Sargeant	Procurement & Contracts Team Leader		8-Mar-25
Reviewed	Fransisco Walters	Procurement & Warehouse Manager		1-Apr-25
Approved	Dexter Riley	Chief Executive Officer		15-May-25



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1.0 INTRODUCTION

United Independent Petroleum Marketing Company Limited (UNIPET) is committed to maintaining the highest standards of integrity and social responsibility. In alignment with these values, UNIPET expects all its suppliers engaged in providing products and services to UNIPET to demonstrate a similar commitment.

The UNIPET Supplier Code of Conduct and Ethics ("the Code") outlines the expectations for how Suppliers should conduct their business interactions with UNIPET. Suppliers are expected to adhere to the principles set forth in the Code and, at a minimum, must comply with all applicable laws and regulations in the jurisdictions where they operate. Additionally, Suppliers must cooperate openly with regulatory authorities responsible for enforcing such laws.

In cases where the expectations outlined in the Code differ from applicable local laws, Suppliers are required to follow the Code's expectations to the extent permitted by local law.

2.0 PURPOSE

UNIPET is committed to conducting business in an ethical, responsible, and sustainable manner. As part of this commitment, we expect our Suppliers and business partners to adhere to the highest standards of integrity, transparency, and ethical behaviour. This Supplier Code of Conduct and Ethics sets forth the principles and expectations that all Suppliers must adhere to when conducting business with UNIPET.

3.0 SCOPE

The Code applies to all Suppliers, contractors, and subcontractors providing goods and services to UNIPET. Compliance with the Code is mandatory, and adherence to its principles is a fundamental condition for maintaining business relationships with UNIPET.

4.0 TERMS AND DEFINITIONS

Term	Definition
Ethical Behaviour	Conduct that adheres to accepted principles of right or good conduct, particularly in the context of business activities.
Supplier	A third-party individual, entity or vendor that provides goods and/or services to UNIPET in exchange for payment for any aspect of the company's operations. This definition excludes transactions involving land purchases, leases, government agencies, utilities, and financial institutions.
Sustainability	The practice of meeting present needs without compromising the ability of future generations to meet their own, balancing environmental, social, and economic considerations.



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5.0 SUPPLIER CODE OF CONDUCT AND ETHICS

5.1 Ethics and Integrity

UNIPET is committed to upholding the highest ethical standards and ensuring compliance with all applicable laws, rules, and regulations. As part of this commitment, UNIPET requires its Suppliers to adhere to the following standards:

Compliance with Laws: Suppliers must comply with all applicable laws and regulations, in the jurisdictions where they operate, including but not limited to the following key pieces of legislation in the Republic of Trinidad and Tobago:

Anti-Bribery and Anti-Corruption	Suppliers must fully comply with all applicable anti-bribery and anti-corruption laws and regulations.
Anti-Dumping and Countervailing Duties Act Chap. 78:05	Protects domestic industries from the adverse effects of dumped imports.
Consumer Protection Act Chap. 82:34	Regulates business practices to protect consumers and ensures that products and services meet safety and quality standards.
Customs Act Chap. 78:01	Governs the importation and exportation of goods, including customs duties and procedures.
Gifts and Entertainment	Suppliers must not offer or accept any gifts or inducements intended to secure improper advantages or influence decisions related to the Supplier, UNIPET (including UNIPET's employees, their family members, or associates), or any third party. Gifts may include benefits, fees, commissions, dividends, cash, gratuities, services, or other forms of inducement (where evidenced through an investigation). It should be noted that while improper gifts or inducements are prohibited, reasonable gifts of nominal value and/or promotional items may be permissible provided they do not influence business decisions or create conflicts of interest.
Non-Retaliation for Reports of Concern	UNIPET expects Suppliers to establish a transparent and easily understandable policy and process for reporting workplace concerns. This policy should protect individuals who report concerns or participate in investigations from retaliation, ensuring a fair and open environment for addressing issues.
Standards Act Chap. 82:03	Requires products and services to conform to established safety and quality standards.



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5.2 Data Privacy and Security

UNIPET requires its Suppliers to ensure the protection of individuals' privacy and the security of confidential assets and information.

Confidential Assets and Information

Suppliers are responsible for safeguarding the confidential assets and information of UNIPET and its clients. Suppliers must establish and maintain processes designed to provide adequate protection for this information.

Personal Information and Privacy

Suppliers must protect personal information in compliance with all applicable local laws. Personal information provided by or on behalf of UNIPET shall be treated as strictly confidential and must only be used, accessed, or disclosed as permitted under the terms of the Supplier agreement.

5.3 Inclusion and Diversity

UNIPET fosters an inclusive culture where diversity is celebrated, and discrimination of any kind is not tolerated.

Non-Discrimination and Workplace Diversity

Suppliers are required to comply with all applicable laws regarding discrimination in hiring, employment practices, harassment and retaliation. UNIPET expects its Suppliers to operate workplaces free from discrimination, harassment, victimization, or abuse on any grounds, including but not limited to age, disability, ethnic or social origin, gender, gender identity, nationality, race, sexual orientation, marital status, parental status, pregnancy, political convictions, religious beliefs, or union affiliation.

Supplier Diversity

As part of UNIPET's commitment to promoting diversity and inclusion, we actively seek to build relationships with diverse and underrepresented businesses in our strategic sourcing and procurement process.

UNIPET values Suppliers that reflect a similar commitment to diversity within their own supply chains and that support UNIPET's supplier diversity goal. UNIPET expects its Suppliers to:

- (i) utilize search and assessment processes for its procurement that are unbiased and transparent.
- (ii) ensure that procurement teams provide fair access to bids for diverse business; and
- (iii) where practicable, actively seek out and provide opportunities for diverse Suppliers to participate in business opportunities.



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5.4 Employment and Working Conditions

As a participant in the United Nations Global Compact (UNGC), UNIPET supports the Universal Declaration of Human Rights and the International Labour Organization's (ILO) Declaration on Fundamental Principles and Rights at Work. UNIPET strives to adhere to these standards and expects its Suppliers to do the same.

Modern Slavery/ Human Trafficking

UNIPET maintains a zero-tolerance policy towards slavery, forced labour, and human trafficking in any form. Suppliers are required to fully comply with the applicable legal requirements regarding slavery, forced labour, and human trafficking. Additionally, Suppliers are expected to implement practices that ensure compliance with such laws.

Child Labour

UNIPET strictly prohibits child labour. Suppliers must comply with all laws regulating the minimum working age, including laws related to the employment, apprenticeships, and internships of youths and students.

Human Rights

UNIPET does not tolerate human rights violations in any form. Suppliers are expected to implement practices that promote a respectful and safe workplace. Suppliers must ensure that physical violence, threats, corporal punishment, mental coercion, verbal abuse, disrespectful behaviour, bullying or harassment of any kind are not tolerated.

Employment Laws

Suppliers must adhere to all applicable local wage and labour laws. Furthermore, all use of temporary, dispatch, and outsourced labour must comply with local legal requirements.

5.5 Wellbeing, Health, and Safety

UNIPET expects its Suppliers to implement robust health and safety practices across all business operations. Suppliers must comply with all applicable health and safety laws and regulations. UNIPET expects Suppliers to adopt proactive measures to minimize health and safety risks, support accident prevention, and ensure a safe and secure working environment for all employees.

5.6 Environment

UNIPET is committed to reducing the impact of its operations on the natural environment and working with its Suppliers to achieve the same.

Suppliers must comply with all applicable environmental laws and regulations. UNIPET expects Suppliers to address, manage, and mitigate their environmental risks and impacts. This includes measuring and addressing energy consumption and greenhouse gas (GHG) emissions.

Where applicable, Suppliers are also expected to measure, manage and reduce water and waste usage in their operations.



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6.0 COMPLIANCE WITH THE CODE

6.1 Violations

Suppliers are required to promptly report to UNIPET any legal violations, breaches of the Code, or violations of other UNIPET policies. Suppliers must also promptly forward any subpoenas, regulatory requests, media inquiries, or other third-party requests concerning UNIPET, provided they are permitted to do so by law.

To report a violation or other information, please email procurement@unipet.co or call the hotline number 1(868)388-4864. The email address is monitored daily. UNIPET will keep the reported information confidential, provided it does not hinder any investigation and is permitted to do so by law.

6.2 UNIPET's Rights

UNIPET reserves the following rights to ensure and enforce Suppliers' compliance with the Code:

Supplier Selection UNIPET will evaluate Suppliers' compliance with the Code during the Supplier evaluation and selection process, or at UNIPET's request.

Sustainability Screening Checklist During the selection process, Suppliers will be required to complete a Sustainability Screening Checklist on their compliance with the Code. Suppliers may be periodically asked to re-affirm their compliance. Upon request and where applicable, Suppliers may be required to provide written information regarding their policies and practices related to Code compliance. UNIPET is committed to working with Suppliers to improve performance on topics covered by this Code and expects Suppliers to collaborate with UNIPET in addressing relevant and applicable topics.

Supplier Declaration Form Requirement All Suppliers conducting business with UNIPET are required to complete and submit the Supplier Declaration Form as part of their commitment to complying with the UNIPET Supplier Code of Conduct & Ethics. This form must be submitted during the Supplier evaluation and selection process or at UNIPET's request. By completing the form, Suppliers affirm their compliance with all applicable laws, regulations, and the ethical standards outlined in this Code, including ensuring that any subcontractors also adhere to these standards.

Failure to submit the form or comply with the standards outlined in this policy may result in the suspension or termination of the business relationship with UNIPET.

Violations and Termination Supplier must ensure that their subcontractors, if any, comply with the Code, and acknowledge responsibility for any violations by their subcontractors. In the event of non-compliance, or violation of the Code, UNIPET may allow the Supplier a reasonable opportunity to propose and carry out corrective actions within a reasonable time as determined by UNIPET, unless the violation is severe, incurable, or constitutes a breach of law or the Code. UNIPET reserves



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the right to suspend or terminate its relationship with the Supplier for non-compliance with or violation of the Code if not remedied within a reasonable amount of time and for any violations of law. UNIPET reserves the right to report the matter to the appropriate authorities if a violation of law occurs.

Order of Precedence and Changes to the Code

This Code does not supersede any applicable law, or the terms of any agreement between UNIPET and a Supplier. In the event of a conflict between this Code and any applicable law or contractual provision, the law or contract will take precedence. UNIPET reserves the right to update or modify the Code as necessary and as the company deems fit.

7.0 REVIEW AND APPROVAL

This Supplier Code of Conduct and Ethics is subject to review every two (2) years, or earlier, if necessary, to ensure continued relevance, legal compliance, and alignment with UNIPET's ethical and sustainability objectives.

The Procurement Manager is responsible for initiating the review process, in consultation with relevant stakeholders including the Legal, GRC, and Sustainability Departments.

All revisions to this Code must be formally approved by the Chief Executive Officer (CEO). No amendments shall take effect unless duly reviewed and authorized through the established governance process.

A record of each review and update shall be maintained in the revision log to ensure transparency and accountability.

8.0 REVISION LOG

A record of all revisions made are logged below:

Revision No.	Description of Changes	Approved By	Approval Date
0.	Issuance of document	Chief Executive Officer	15-May-25



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9.0 ADDENDUM

9.1 Supplier Declaration

I, the undersigned, hereby confirm that I have read, understood, and agree to comply with the provisions outlined in this Supplier Code of Conduct and Ethics.

I further agree to communicate these expectations to any subcontractors and to inform UNIPET of any significant issues that may impact our ability to comply.

Please complete the section below and submit a signed copy of this declaration to procurement@unipet.co with the subject line: “**Signed COC Declaration – [Supplier Company Name]**”

For any questions or clarifications, you may contact the Procurement Team via the same email.

Supplier Company Name:

INSERT FULL LEGAL NAME IN BLOCK LETTERS

Authorized Representative:

INSERT FULL NAME IN BLOCK LETTERS

Job Title/Position:

INSERT DESIGNATION OF AUTHORIZED REPRESENTATIVE

Email Address:

INSERT VALID CONTACT EMAIL

Phone Number:

INSERT DIRECT CONTACT NUMBER

Signature:

SIGN NAME HERE

Date signed:
