

Supplier Code of Conduct

Medialink is committed to conducting our business dealings with our Suppliers to the highest standards of ethical behaviour and integrity. We expect our Suppliers to adhere to the Supplier Code of Conduct. Suppliers are encouraged to communicate these principles to their own suppliers.

1. LAW & REGULATIONS

Suppliers undertake to comply with all applicable laws and regulations in the countries that they operate in, and where they provide goods and services to Medialink. These include, but are not limited to labour and employment laws. Suppliers must ensure that their businesses are conducted in accordance with applicable laws and regulations, that their financial and business records are correctly and accurately maintained, and that fair competition is practised.

2. BUSINESS INTEGRITY

Medialink has a “zero tolerance” policy when it comes to unethical business behaviour, such as bribery corruption. Suppliers are to behave ethically and with integrity in all their business dealings. Likewise, they are not to tolerate any form of Bribery or Corruption. Suppliers must comply with all applicable anti-bribery and corruption laws and regulations.

Suppliers shall never directly or indirectly give, promise or offer any gratification, bribe or gifts to any of Medialink’s directors, officers, employees or representatives to induce, obtain or retain an improper or unfair business advantage, or otherwise improperly influence decision-making.

3. LABOUR AND HUMAN RIGHTS

Suppliers are to support and respect the protection of human rights according to the UN Universal Declaration of Human Rights and ensure that they are not complicit in any human rights abuse throughout their own supply chain.

3.1. Child Labour and Forced Labour

There shall be no employment of workers under the legal minimum age for admission to work stipulated by the laws of the countries where concerned. Under no circumstances there shall be use of forced or compulsory labour.

3.2. Working Hours and Fair Remuneration

Wages, Hours of Work and Overtime, Rest Days and Public Holidays shall comply with laws, rules and regulations in the country concerned.

3.3. Respect in the Workplace

Employees should be treated with respect and dignity and work in an environment that is free from unlawful discrimination and harassment.

4. HEALTH & SAFETY

Suppliers are to adhere to all applicable health and safety regulations and standards in the workplace, and implement all precautions to protect the health and safety of their employees and workers.

5. ENVIRONMENT

Medialink recognises the impact of our business and industry have on the environment. As part of our sustainability efforts, we encourage key stakeholders to work together with us to reduce the environmental footprint. Suppliers are expected to comply with all local environmental laws and practices, such as those relating to waste disposal and pollution. They are encouraged to establish environmentally-friendly and sustainable initiatives which are relevant to their respective business and operations.

5.1 SUSTAINBLE FORESTS

Medialink is connected with, and committed to, efforts to sustain healthy forest systems and we follow the standards of Forest Stewardship Council Chain of Custody. Our Suppliers should take steps to ensure that they do not buy from or contract with any company knowingly engaged in illegal logging.

6. DATA PROTECTION

If in the course of performing its contract with Medialink, a Supplier has access to and/or collects, uses, handles or processes the personal data of any individuals, the Supplier shall ensure that it complies with the requirements of all applicable personal data protection laws. The Supplier must not transfer any such personal data to a third party without the prior written consent of Medialink. All breaches should be reported immediately and transparently to Medialink.

7. NON-COMPLIANCE

Medialink reserves the right to conduct checks on Supplier's compliance to the requirements of this Code. While we will endeavour to work with suppliers through remedial action wherever possible, Medialink reserves the right to terminate a contract or business dealings with any supplier who does not comply with the Code. Where we believe our standards are not being effectively applied, we also reserve the right to suspend that supplier's contracts until satisfactory progress has been made or the issue has been resolved.

8. RAISING CONCERNS

Suppliers who wish to raise a query or concern, or report a possible violation or breach to this Code, can raise their concerns via the following channels:

- By email addressed to HR@medialink.com.sg or via <https://www.medialink.website/Enquiry>
- By phone at +65 6994 6321 during office hours



All reports made will be treated with confidentiality. Medialink will not tolerate any kind of retaliation against anyone who, in good faith, reports an actual or suspected violation of this Code.