



Supplier Code of Conduct

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In everything we do, Workday is committed to the highest standards of social responsibility, environmental responsibility, and ethical conduct. We expect the same of our Suppliers, contractors, agents, consultants, and providers of good and services. Accordingly, we have established this Workday Supplier Code of Conduct to clearly specify the minimum standards of ethics, and working and environmental conditions that a Supplier must meet in order to conduct business with Workday. We expect you to comply fully with the laws, regulations, or other legal requirements in every jurisdiction in which you operate, including those requirements governing compensation, working conditions, and environmental protection. In addition, as a Supplier, you must comply with this Workday Supplier Code of Conduct, and ensure that any subcontractors, providers, or agents you use also follow the same standards. If the national law and the Workday Supplier Code of Conduct address the same issue, the more stringent requirement applies.

## Speaking Up and Doing the Right Thing

At Workday, we work hard to build and sustain a culture of honesty and integrity. We hold ourselves—and each other—accountable for making decisions that are aligned with our ethics and values.

## Reporting a Concern of Misconduct

We expect our employees to speak up and do the right thing. If you believe that a Workday employee or anyone acting on behalf of Workday has engaged in illegal or otherwise improper conduct with respect to their business with you, you shall report the matter to Workday.

You shall also immediately report any potential violation of the Supplier Code through one of our many Ethics and Compliance reporting channels:

- [ethics@workday.com](mailto:ethics@workday.com)
- <http://workday.silentwhistle.com>
- Ethics and Compliance hotline at 800-325-9976 (from the USA) or +1-678-331-7256 (from outside the USA) operated by SilentWhistle

Our SilentWhistle reporting line is the global hotline at Workday for raising concerns or reporting violations of our Supplier Code, policies, or the law. It is managed by a third party and is available 24 hours a day, 7 days a week. When allowed by local law, you may make an anonymous report to SilentWhistle. We ask that if you raise a concern, please provide as much information as possible so that the reported matter can be fully investigated. Workday will promptly and professionally investigate all reports and respond appropriately.

## Know Your Role in Accountability and Compliance

Workday expects you to be responsible for producing and maintaining honest and accurate records, including reasonable documentation that evidences your compliance with this Supplier Code. You are expected to monitor and document your own compliance efforts and promote compliance within your supply chains. If an issue arises and there is a failure to meet the compliance standards described in the Supplier Code, you need to immediately notify Workday. In addition, Workday reserves the right to request evidence of compliance with the Supplier Code, and to investigate any instance of Supplier's alleged non-compliance. Subject to your contractual agreement with Workday, non-compliance may be grounds for Workday to void or terminate contractual obligations with the Supplier.

## Recognizing Conflicts of Interest

Workday is committed to honest and ethical engagements. We expect you to avoid any potential conflicts of interest. You are expected to report to Workday any situation that may appear as a conflict of interest, and disclose if you are aware that any Workday employee or worker engaged by Workday may have an interest of any kind in the Supplier's business or any economic ties with the Supplier.

## People, Place, and Practices

Workday is committed to a work environment that values inclusion, diversity, respect, and integrity. Workday recognizes that our business decisions have the potential to impact our surrounding communities and the environment. We expect Suppliers to share the Workday commitment to human rights and equal opportunity in the workplace. Workday is committed to uphold a workforce and workplace free of harassment and unlawful discrimination.

## Diversity and Non-Discrimination

At Workday, we respect all differences. Therefore, we require Suppliers to refrain from engaging in any discriminatory practices in hiring, compensation, access to training, promotion, termination, and/or retirement based on race, color, sex, national origin, religion, age, disability, gender identity or expression, marital status, pregnancy, sexual orientation, political affiliation, union membership, or veteran status.

## Respect and Fair Treatment

Suppliers must maintain a workplace where business activities are conducted with respect and where treatment of workers is fair. This includes making employment decisions on the basis of a worker's performance and ability (except as otherwise required under collective bargaining agreements). You shall comply with all applicable laws on non-discrimination and anti-harassment in hiring and employment practices.

## Employment Eligibility and Voluntary Labor Force

Workday prohibits the use of illegal child labor and/or forced labor, whether in the form of indentured labor, bonded labor, or prison labor. We also forbid the support of or engagement in any form of human trafficking or involuntary labor through threat, force, fraudulent claims, or other coercion. Supplier shall only employ workers with a legal right to work. Illegal child labor and forced labor (including prison labor, indentured labor, bonded labor, or slave labor) are forbidden in any circumstance.

## Access to Work-Related Documents

Supplier is prohibited from requiring employees or contractors to lodge "deposits," holding employee identity or immigration papers (including but not limited to passports or work permits), or destroying, concealing, confiscating, or otherwise denying an employee's or contractor's access to such documents. Supplier's employees and contractors shall be free to resign their employment in accordance with local and national laws or regulations without unlawful penalty.

## Work Hours and Age Laws

You will comply with all applicable laws on work hours and overtime, as well as all applicable laws on wages and benefits. You won't hire workers who are younger than 15 years of age (or 14 years of age, where consistent with International Labor Organization guidelines, and the local law allows such exception), the age for completing compulsory education, or the minimum age established by law, whichever is greater. In addition, you will observe all legal requirements for work of employees under 18 years of age, particularly those pertaining to hours of work and working conditions.

## Safety and Security

Workday expects you to promote a safe and secure workplace. You must have policies and practices in place to ensure the health and safety of your employees, and take all necessary steps to provide a safe working environment.

### **Prohibiting Physical Discipline or Abuse**

Under no circumstance is physical abuse or discipline, or the threat of physical abuse, sexual abuse, or other sexual harassment, verbal abuse, or other forms of intimidation allowed.

### **Legal Wages and Humane Conditions**

Your workers must be provided with clear and understandable written information about their employment conditions in a language understood by the worker with respect to wages, benefits, location of work, living conditions, housing and associated costs (including any costs charged to employee), and if applicable, the hazardous nature of any work before they enter employment and as needed throughout their term of employment. Deductions from wages as a disciplinary measure will not be permitted nor will any deductions from wages not provided for by national law or local law, without the express written permission of the worker concerned. All disciplinary measures shall be recorded. Wages and benefits paid for a standard work week must meet local and national legal standards.

If you are employing workers for consulting, you shall ensure that any third-party recruitment agencies, if used, are compliant with the provisions of this Supplier Code and all legal requirements, and be responsible for payment of all recruitment-related fees and expenses. If such fees are found to have been paid by the workers, such fees shall be repaid to the workers.

### **Freedom of Association**

Supplier will respect employee's lawful right of free association, as well as employee's lawful right to join, form, or not join a labor union or otherwise engage in collective bargaining.

### **Business Relationships and Integrity**

Workday expects you to conduct your business in the same way Workday strives to conduct its own: in a responsible manner, with integrity and high ethical standards, and in compliance with all applicable laws. Everyone at Workday works hard to create our intellectual property, and we highly value the new product and business ideas, concepts, and other information we produce. In partnering with us, as we conduct business in this way, our Suppliers will raise ethical awareness among their workers and provide their workers with resources and guidance on ethical matters.

### **Anti-Bribery, Anti-Corruption, and Competition**

As a Workday Supplier, you must not offer, promise, make, or authorize any payment, bribe, or thing of value in connection with Workday business, if the purpose or intent is to gain a business advantage. You must comply with our policy on anti-bribery and all applicable anti-bribery and anti-corruption laws, including, but not limited to, the U.S. Foreign Corrupt Practices Act and the UK Bribery Act. You will also ensure all applicable laws regarding fair competition and antitrust are followed.

### **Gifts or Other Benefits**

We expect you to have a policy on gifts and entertainment practices. Bribing or giving inappropriate luxury gifts to Workday employees is restricted, regardless of local custom. Furthermore, you must not offer entertainment or gifts to government officials—or make direct or indirect political contributions—on behalf of Workday.

### **Communications**

Unless expressly included in your agreement with Workday, you're not allowed to publish any marketing materials, press releases, or media interviews that include a reference to Workday, our clients/customers, or the work being completed together without obtaining prior written approval from the Workday Public Relations department on a case-by-case basis.

## Community Involvement

Workday seeks to work with Suppliers who share our commitment to social and economic development and the sustainability of the communities we serve. Therefore, we encourage you to proactively and positively engage with your communities.

## Confidentiality, Proprietary Information, and Insider Trading

Workday is committed to the highest standards of privacy and data security. As our Supplier, we expect you to keep Workday and Workday client/customer confidential and proprietary information. You must have industry-standard practices to prevent its misuse, theft, fraud, or improper disclosure. Supplier must take all due care in handling, discussing, or transmitting confidential or proprietary information that could affect Workday, our employees, our members, the business community, or the general public. We require you to notify us if there is any suspected or actual breach of Workday confidential information. Under no circumstance is that information allowed to be shared with others or used for market trading or to tip anyone else in market trading.

## Environmental Considerations

Workday is committed to protecting and respecting our environment. At a minimum, we expect our Supplier to follow all applicable environmental laws, regulations, and standards. This includes requirements for chemical and waste management and disposal, recycling, industrial wastewater treatment and discharge, air emissions controls, environmental permits, and environmental reporting. Suppliers should have their own environmental management system, including quantifiable goals to reduce environmental impact, and minimize waste, emissions, energy consumption, and the use of materials of concern as well as adopt measures and controls (including audits), reporting, and training.

As our Supplier, you have to meet all requirements regarding conflict minerals, exercise proper due diligence, and provide evidence that you're in compliance.

## Intellectual Property

Supplier must always protect the proprietary intellectual property of Workday and our affiliates, agents, or clients/customers, even if it is public. This includes trademarks, patents, copyrights, inventions, and other proprietary works. Supplier must only use such intellectual property for the purposes authorized in writing by Workday. If there is any doubt, you must reach out for clarification and permission.

## Trade Sanctions and Export Controls

Workday expects you to comply with all trade and export control laws that apply to your work with Workday.



Workday, Inc. | 6230 Stoneridge Mall Road | Pleasanton, CA 94588 | United States  
1.925.951.9000 | 1.877.WORKDAY (1.877.967.5329) | Fax: 1.925.951.9001 | [workday.com](http://workday.com)