

Workday Partner Code of Conduct

2021



Workday Partner Code of Conduct

This Partner Code of Conduct describes Workday's expectations for how our business partners and their employees, subcontractors, and agents or anyone acting on behalf of Workday (collectively referred to as "Partners") serve our customers in collaboration with Workday. We expect our partners to embrace our [Workday Core Values](#), strive to inspire a brighter work day for all, and adhere to the principles outlined in this Partner Code of Conduct.

Integrity and Compliance with Laws

Anti-Corruption: Partners will comply with all applicable anti-corruption and anti-money laundering laws. All forms of bribery, kickbacks, and other corruption are prohibited.

Partners are strictly prohibited from promising, offering, authorizing, giving, or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain or appear to gain an improper advantage. Partner will not improperly influence any act or decision of any government official, employee, or political candidate, including, without limitation, through the provision of any improper or unlawful gifts, meals, travel, or entertainment. Partners will fully comply with any rules regarding tender and bid processes, and may not offer employment to government employees or officials or their family members or close associates if doing so would violate applicable laws or could be considered to be an improper benefit in order to secure official actions.

Workday prohibits all forms of money laundering, including disguising transactions, channeling unlawfully obtained money, or transforming such money into legitimate funds.

Business Records and Accounting: Partners will keep complete and accurate books and records regarding sales of Workday products and any and all transactions or other expenditures with respect to any Workday-related business. Partners are strictly prohibited from engaging in false and/or misleading accounting practices, including but not limited to creating "slush funds," cash accounts, unaccounted cash funds, or similar improper financial practices.

Fair Competition and Antitrust: Partners will comply with all applicable competition and antitrust laws and regulations. In addition to adherence to applicable laws and regulations, Partners must not discuss or agree with any competitors to (1) fix or control prices; (2) coordinate during a bidding process; (3) boycott suppliers or customers; (4) divide or allocate markets, territories, products, customers, or suppliers; or (5) limit the production or sale of products or product lines. Partners will only use legal means to gather information about sellers of products that compete with Workday products.

Trade Controls: Partners will strictly comply with all applicable trade laws, including the export control laws of the United States that control the import, export, and re-export of Workday products and information and laws that restrict dealings with entities and individuals located in countries subject to trade embargoes or economic sanctions.

Public Sector Procurement: Activities that may be appropriate when dealing with non-public sector or non-government customers may be improper and even illegal when dealing with government entities, government-owned entities, government-controlled entities, or entities subject to government procurement rules ("Government Customers"). Partners that do business with Government Customers will comply with all laws, rules, procurement regulations, and contract clauses that relate to the acquisition of goods and services by such Government Customers, whether such sale is direct or indirect and including marketing or recommendation of Workday products and/or services.

Intellectual Property and Protection of Information: Partners will respect intellectual property rights, protect confidential information, and comply with privacy rules and regulations. Partners will only use information technology and software that has been legitimately acquired and licensed. Partners will comply with all applicable privacy and data protection laws and regulations, including but not limited to national, federal, state, local, and industry- or sector-specific laws or regulations. Partners will maintain the confidentiality of any confidential information and any other proprietary information that is received during the course of the business relationship with Workday.

Fair Marketing and Sales Practices

Advertising Standards and Sales Practices: Partners' marketing and sales practices are expected to reflect a commitment to honest and fair dealings with their current and potential customers, and will not engage in any misleading or deceptive practices; misrepresent products, services, and prices; or make unfair, misleading, inaccurate, or false claims about, or comparisons with, competitor offerings. If a Partner is, with Workday's prior written approval, engaged in any advertising, marketing, or promotional activities that reference or implicate Workday or its name, logo, or services in any manner, the advertising, marketing, or promotional activities will comply with all laws, rules, and regulations, and must be truthful and accurate.

Conflicts of Interest: Partners will be transparent about any interests, activities, or relationships that might conflict (or appear to conflict) with the best interest of Workday, and will not engage in any activity that would interfere with or may reasonably be perceived to interfere with Partners' contractual responsibilities to Workday. Conflicts that must be promptly disclosed to Workday may include (but are not limited to) Workday personnel being the Partner's officer, director, or shareholder, or payment of incentives to Workday personnel.

Human Rights and Labor Standards

No Forced or Child Labor: Partners will abide by local minimum wage and maximum working hours requirements, will not use forced labor or use labor requirements that impose unreasonable limitations on a worker's ability to leave Partner's employment. The use of child labor is strictly prohibited.

Non-Discrimination: Partners will not illegally discriminate in hiring, compensation, access to training, promotion, termination, and /or retirement decisions based on race, sex, national origin, religion, age, disability, gender identity or expression, marital status, pregnancy, sexual orientation, political affiliation, union membership, or veteran status.

Environmental Standards

Environmental Laws: Workday expects Partners to share in our commitment to the environment. Partners will comply with all applicable environmental laws and regulations, keep current all required environmental registrations and permits relevant to its businesses, and implement appropriate conservation measures.

Compliance Standards

Assistance: Partners will provide reasonable assistance to and will cooperate with any investigation or audit by Workday including of an alleged or suspected violation of this Partner Code of Conduct or of an alleged or suspected violation by a Workday employee of Workday's Code of Conduct. Partners will also allow Workday reasonable access to all documentation concerning the Partner's compliance with this Partner Code of Conduct and laws applicable to any work conducted on Workday's behalf.

Raising Concerns: Partners will communicate and transmit this Code to their employees who service or work on the Workday account. Partners are encouraged to contact their primary Workday team member to resolve business or compliance concerns. In addition, Workday Partners and other stakeholders may report suspected violations anonymously and confidentially to the Workday Speak Up Hotline, accessible at speakup.workday.com or by calling 800-325-9976 (for calls outside the U.S., visit speakup.workday.com).



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