

Supplier Code of Conduct

At AMA, we believe acting ethically and responsibly is not only the right thing to do, but also the right thing to do for our business. AMA has developed a Supplier Code of Conduct (“**Supplier Code**”) to clarify our expectations in the areas of business integrity, health and safety, and management. AMA’s Supplier Code is intended to complement AMA’s Code of Conduct and the company’s other policies and standards referenced therein.

Suppliers, vendors, contractors, consultants, agents and other providers who do business with AMA are expected to follow this Code.

Business Conduct Principles

AMA expects its suppliers to conduct business responsibly, with integrity, honesty, and transparency, and to adhere to the following principles:

1. **Maintain awareness and comply with all applicable laws and regulations of the countries of their operation.**
2. **Compete fairly for AMA’s business, without paying bribes, kickbacks or giving anything of value to secure an improper advantage.**
AMA is committed to conducting business legally and ethically within the framework of a free enterprise system. Corrupt arrangements with customers, suppliers, government officials, or other third parties are strictly prohibited. “Corruption” generally refers to obtaining, or attempting to obtain, a personal benefit or business advantage through improper or illegal means.
3. **Provide a workplace free from discrimination, harassment or any other form of abuse.**
AMA suppliers shall create a work environment in which employees feel valued and respected for their contributions. Harassment, including unwelcome verbal, visual, physical, or other conduct of any kind that creates an intimidating, offensive or hostile work environment will not be tolerated. Employment decisions must be based on qualifications, skills, performance, and experience.
4. **Provide safe and healthy working conditions.**
AMA suppliers shall proactively manage health and safety risks to provide an incident-free environment where occupational injuries and illnesses are prevented.
5. **Maintain accurate financial books and business records in accordance with all applicable legal and regulatory requirements and accepted accounting practices.**
6. **Deliver products and services meeting applicable quality standards.**
AMA is committed to delivering high quality products to our customers. Suppliers working on any AMA project are expected to:
 - Know and comply with the product quality standards, policies, specifications, and procedures that apply to the procurement
 - Comply with all applicable federal, state, and local laws and regulations
 - Report issues immediately to AMA that could negatively affect the quality or public perception of an AMA product
7. **Support compliance with the Supplier Code by establishing appropriate management processes and cooperating with reasonable assessment processes requested by AMA.**
To conduct business with AMA, suppliers must enter into contracts and execute purchase orders that mandate compliance with the Supplier Code. With prior notice, AMA may conduct reasonable audits to verify Supplier’s compliance with the Supplier Code.
8. **Observe AMA’s policies regarding gifts and entertainment and conflicts of interest when dealing with AMA employees.**
AMA suppliers are prohibited from providing or offering gifts to AMA employees that could inappropriately influence AMA’s business decisions or gain an unfair advantage.
9. **Report suspected violations of the Supplier Code.**
Supplier’s employees or contractors may report suspected violations of Supplier Code to the AMA Ethics Hotline at 1-757-865-0000 ext. 511 or by clicking [here](#). Both methods are available on a 24/7 basis. All such reports are treated as confidential, whether provided through our Ethics Hotline or web-form, and you may remain anonymous if you so desire.