LINKEDIN

SUPPLIER CODE OF CONDUCT

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1. DEFINITIONS

Supplier – a provider, vendor, staffing agency, small business provider, agent, agency, and providers of goods or services to LinkedIn entities worldwide through contractual engagements.

Representative – any Supplier employee, nth party supplier/vendor, sub-contractor, agent, partner, affiliate, and/or outsourced worker that supports the product/services being provided to LinkedIn by the Supplier and undertakes the Supplier's obligations. The Supplier is solely liable to LinkedIn for the Representative's compliance with the LinkedIn Supplier Code of Conduct.

Personal Data – any information (that by itself, or when used in combination with other information) can be used to identify, locate, or contact an individual.

- Personal Data includes, for example, names, email addresses, Member IDs, as well as any other information relating to the individual that is associated with their Personal Data.
- Personal Data can be stored in any media or format, including electronic records and paper-based files.
- Personal Data is sometimes referred to as "***Personal Information*** (PI)" or "***Personally Identifiable Information*** (PII)". If the term "personal information" or "personally identifiable information" is used at LinkedIn it has the same meaning as Personal Data.

Data Controller – the natural or legal person, public authority, agency, or other body which, alone or jointly with others, determines the purposes and means of the processing of Personal Data.

Data Processor – a natural or legal person, public authority, agency, or other body which processes Personal Data on behalf of the Data Controller.

Sub-Processor – a third party who is processing Personal Data on behalf of a Data Processor. In most cases, LinkedIn Suppliers are Data Processors of LinkedIn Data and Supplier Representatives are Sub-Processors.

Controlled Technologies – refers to physical items, software, technology or technical data, or any products that include or use any of the foregoing, which are subject to government restrictions due to national security, foreign policy, or economic concerns. These often have dual-use applications – civilian and military – and are regulated under export control laws such as the U.S. Export Administration Regulations (EAR) and International Traffic in Arms Regulations (ITAR). Examples include:

- High-performance computing hardware (e.g., Artificial Intelligence/Machine Learning Graphics Processing Units)
- Encrypted communication and cybersecurity tools
- AI, cryptographic, and surveillance technologies
- SaaS tools, particularly if they involve encryption, AI, or other sensitive capabilities

Data Protection Requirements – mean Privacy Laws and the General Data Protection Regulation and any subordinate legislation or regulation implementing the Privacy Laws or GDPR which may apply and related amendments and updates.

- "**Privacy Laws**" means all applicable laws, regulations, and other legal requirements relating to (i) privacy, data security, consumer protection, marketing, promotion, and text messaging, email, and other communications; and (ii) the use, collection, retention, storage, security, disclosure, transfer, disposal, and other processing of any Personal Data, including without limitation, the European Union **General Data Protection Regulation**, the **Lei Geral de Proteção de Dados** (Brazil's General Data Protection Law), the Japanese **Act on the Protection of Personal Information (APPI)**, the **California Consumer Privacy Act (CCPA) and the California Privacy Rights Act (CPRA).**

- "**General Data Protection Regulation**" or "**GDPR**" means the European Union Regulation on the protection of natural persons with regard to the processing of Personal Data and on the free movement of such data.

Other data protection terms not defined in this Code of Conduct shall have the meanings given in the Data Protection Requirements.

2. INTRODUCTION & SCOPE

LinkedIn seeks to transform the world by creating economic opportunities for every professional worldwide. We believe acting ethically and responsibly is critical to this effort. We don't believe the ends justify the means. Rather, we expect our employees and Suppliers to do the right thing no matter what. That's where the LinkedIn Supplier Code of Conduct (the "**Supplier Code**") comes into play. Like the Standards of Business Conduct our own employees follow (the "**Employee Code**"), this document clarifies our global expectations for all LinkedIn Suppliers. In conjunction with our Employee Code and core values, our Supplier Code helps all of us, working on behalf of LinkedIn, make ethical choices—and take intelligent risks.

2.1 Expectations

We expect all our Suppliers and their Representatives to understand and comply with our Supplier Code, as well as the global laws and regulations that apply to their operations. We expect you to have a process for communicating obligations, training, and holding your Representatives and Sub-Processors who do business with you, to equivalent standards of conduct that follow both the spirit and the letter of this Supplier Code. We also expect you to establish management systems and controls to maintain a high standard on environmental, health and safety, human rights, and ethical practices throughout your supply chain.

Supplier Representatives and Sub-Processors working on LinkedIn's behalf are expected to understand and demonstrate compliance with the contents of the Supplier Code, applicable laws, regulations, and generally recognized standards.

The Supplier Code content must be reviewed, and a training course completed by a representative of all applicable Suppliers working with LinkedIn annually. Confirmation of the completion of this must also be attested to upon request.

While LinkedIn Suppliers are expected to self-monitor and demonstrate their compliance to the Supplier Code, LinkedIn may audit Suppliers or inspect Supplier facilities to confirm compliance.

We feel that the most successful relationships are built on a mutual understanding of where we want to go, and how we want to get there. That's why, beyond the various legal and regulatory requirements set forth in this Supplier Code, we also expect our Suppliers to share in and commit to our values. Our values are central to who we are at LinkedIn; we want to feel confident that, as our trusted Supplier, you will uphold them, too.

We also expect our Suppliers to protect their Representatives who report ethical concerns from harassment, retaliation, and other adverse actions—just as we do at LinkedIn.

3. LINKEDIN VALUES

No matter how long you've done business with LinkedIn, you should know about our **Mission: to connect the world's professionals to make them more productive and successful.** Our mission is our North Star, and our values stem from our mission. Our values are the principles by which we run our business. We want to do business with you because we trust that you will embrace our values as readily as we do.

This means:

a. We Put Members First - LinkedIn puts our members first every day, and we expect our Suppliers to understand our members, support their needs, and prioritize doing the right thing for them to ensure they are productive and successful.
b. We Trust and Care About Each Other - LinkedIn always starts from a position of trust. We seek to build strong, trusting relationships with our Suppliers, and recognize every professional interaction is a chance to practice respect, compassion, honesty, and integrity.
c. We are Open, Honest and Constructive - We strive to communicate clearly, consistently, and constructively, and expect our Suppliers to do the same with us. We also expect our Suppliers to speak up when something doesn't feel right so that potential issues get addressed. We welcome and seek feedback so we can learn and grow.
d. We Dream Big, Get Things Done, and Know How to Have Fun - Our Suppliers are encouraged to lead by example, seek to solve big challenges, set measurable and actionable goals, use sound business judgment and informed decision-making to effectively manage risks, and continuously learn, iterate, and improve. Through it all, we seek to have fun and create a positive environment where we can work together on things that matter.
e. We Act as One LinkedIn We selected you as a Supplier because we believe you will look out for our best interests. We expect you to take ownership of each decision you make, knowing that your actions have a direct impact on LinkedIn's success.
f. We Embody Diversity, Inclusion, and Belonging - We believe that everyone plays a vital role in advancing diversity, inclusion, and belonging. Our Suppliers are critical in helping LinkedIn deliver our aspirational vision of creating economic opportunity for **every** member of the global workforce.

4. MAINTAINING BUSINESS INTEGRITY

We are committed to doing business according to the highest standard of integrity. To be successful as a LinkedIn Supplier, it's important that your actions are guided by this same standard. Fair, ethical business practices are paramount. We would rather pass up an opportunity than agree to lower our standards to get business done.

4.1 Anti-Corruption

Doing business with integrity means LinkedIn does not tolerate bribery or corruption anywhere we operate. As a company, we are expected to comply with anti-corruption laws around the world, including

the U.S. Foreign Corrupt Practices Act (FCPA)[1], anti-money laundering and all other applicable anti-corruption laws around the world. As our valued Supplier, we expect the same from you. That means:

a. You may not provide or receive anything of value to secure an improper advantage. Whether you're attempting to obtain or retain business, secure government authorizations or licenses, or receive other favorable treatment, the rule is the same: if it's a bribe or kickback, we don't allow it.
b. You cannot use intermediaries to pay bribes on our behalf.
c. You must adhere to LinkedIn's Global Anti-Corruption Policy[2].

4.2 Trade & Boycotts

LinkedIn requires our Suppliers to comply with all international, national, and local rules, regulations, and controls on any technology transfers (physical and electronic), exports, re-exports, and imports, including but not limited to trade laws such as the U.S. Export Administration Regulations and International Traffic in Arms Regulations, and sanctions regulations administered by the U.S. Office of Foreign Assets Control, U.S. Customs and Border Protection, and U.S. Department of Treasury. Where applicable, Suppliers shall comply with all supply chain security requirements set forth in the Federal Acquisition Regulation[3] and the Defense Acquisition Regulation Supplement[4]. Suppliers must not provide Controlled Technologies to LinkedIn without notifying us of these controls so we can maintain compliance with applicable laws. Suppliers must not be owned or controlled by any company or person restricted under Trade Laws, including those in embargoed regions or linked to prohibited military or intelligence bodies. If located in the United States, Suppliers must be enrolled in the U.S. Department of Homeland Security's E-Verify program regarding the immigration and employment eligibility of newly hired employees. Suppliers shall not participate in international boycotts that are not sanctioned by the United States (U.S. government or applicable laws).

4.3 Competition Laws

We know that our Suppliers compete in markets all over the world, and we expect them to do so in a way that's ethical, legal, and in line with LinkedIn's values. Making agreements to restrict trade, whether formally or informally, violates U.S. antitrust and other global competition laws, putting you and LinkedIn at risk. Simply put, never agree, or appear to agree, to fix prices, collude to assign territories, rig bids, or engage in any other anticompetitive activity. LinkedIn requires all Suppliers to conduct business in full

[1] https://www.justice.gov/criminal-fraud/foreign-corrupt-practices-act
[2] https://legal.linkedin.com/documents/Anti-Corruption-Policy-LI-2024.pdf
[3] https://www.acquisition.gov/browse/index/far
[4] https://www.acquisition.gov/dfars

compliance with anti-trust and fair competition laws that govern the jurisdictions in which they conduct business.

4.4 Accessibility

At LinkedIn, we are committed to conducting business with every member of the global workforce in mind. This mission guides us to create products that are accessible to people with a broad range of disabilities and impairments including vision, hearing, mobility, cognitive, speech and mental health conditions. We hold our Suppliers to the same standard as LinkedIn and count on Suppliers to create products, apps, and services that are inclusive to people with disabilities.

As a Supplier of LinkedIn, we require adherence to the following:

a. The most recent version of the international accessibility standard W3C Web Content Accessibility Guidelines (WCAG)[5] when creating any deliverable; and
b. All applicable LinkedIn requirements and standards for creating accessible products and services.

5. PROMOTING TRANSPARENCY

As our Supplier, we expect you to be open and honest in your dealings with LinkedIn and others. After all, the decisions you make while working on LinkedIn's behalf don't just reflect on you and your company; they reflect on us, too. When you are transparent about the way you do business, you help to strengthen the relationship between your company and ours.

5.1 Conflicts of Interest

LinkedIn Suppliers must be transparent about any interests, activities, or relationships that might conflict (or appear to conflict) with the best interests of our company. Therefore, you are expected to disclose all actual or potential conflicts of interest:

a. Suppliers should not employ, or make payments to, any employee of LinkedIn during any transaction.
b. If a Supplier Representative has a family or close personal relationship to a LinkedIn employee, the Supplier should disclose this fact to LinkedIn or ensure that the LinkedIn employee does so.
c. Suppliers should not benefit by taking advantage of an opportunity you learn about through your company's relationship with LinkedIn that was otherwise intended to benefit LinkedIn.

[5] https://www.w3.org/WAI/standards-guidelines/

5.2 Gifts and Entertainment

We know that relationships matter, but lavish gifts, meals, entertainment, and travel can create the appearance of a conflict of interest or be perceived as a bribe. For these reasons, you must be careful about the kinds of business courtesies you offer to or accept from others, including LinkedIn employees; these courtesies should not be provided to gain an improper business advantage. When deciding whether to give, or accept, a gift, entertainment, or other courtesy, we expect you to follow the LinkedIn Gift and Entertainment Policy and keep the following guidelines in mind.

a. Entertainment and meals should be modest, infrequent, and occur in the normal course of business.
b. Government officials or agents may have restrictions on the types of business courtesy they can accept.
c. Travel expenses should never cross the line between reasonable and excessive. All Suppliers must comply with LinkedIn's Travel Requirements[6] as posted on the LinkedIn Supplier Information website.
d. Suppliers should avoid offering or accepting gifts that could appear to influence decision-making, create the appearance of impropriety, or affect your ability to act in LinkedIn's best interests.

5.3 Adhering to Statutory Labor Rules and Regulations

As a LinkedIn Supplier, we expect you to abide by all labor statutes, rules, and regulations that apply where you locate personnel in support of LinkedIn and comply with all current and future applicable living wage requirements or regulations. You are also required to provide LinkedIn with the ability to audit and inspect any records related to compliance with various labor laws, as requested by LinkedIn.

5.4 Accurate Books and Records

Our Suppliers are expected to cooperate fully and respond promptly to any reasonably requested audits, document requests, or other inquiries regarding the business dealings between us. Your business and dealings must be accurately reflected in your books and records. Retain all books and records for a minimum of ten (10) years or other time frame expressly agreed to contractually. Any retention beyond ten (10) years is at your discretion (excluding Personal Data, all Personal Data should be retained as described herein or as required by contract).

Establish controls showing the chain of custody identifying all upstream suppliers, from raw materials to finished products or services being supplied to LinkedIn. Any necessary information, supply chain

[6] https://www.linkedin.com/legal/l/supplier-information/travel-requirements

mapping data, and supporting documentation that enables LinkedIn to complete supply chain due diligence must be provided when requested.

A successful partnership between your company and LinkedIn hinges on accuracy, completeness, and transparency, so it's crucial that you do not hide, fail to record, or make any false entries in connection with any records you prepare on behalf of LinkedIn. Falsifying records isn't just a violation of our Supplier Code and values—it's also a violation of the law.

5.5 Insider Trading

During your relationship with LinkedIn, you may be made aware of information that isn't readily available to the public. It is important that you never trade in Microsoft securities, which is our parent company (including stock, derivatives, and so on) based on material non-public information relating to Microsoft. Material means that an average investor would find the information important in making an investment decision about Microsoft. Non-public means that it's confidential information not yet shared with the public. Buying or selling securities based on this kind of information—or tipping others to do so—is a violation of insider trading laws and can have serious consequences for you and us.

5.6 Speaking to the Press

Suppliers may only speak to the press on behalf of LinkedIn if expressly authorized, in writing, to do so by a LinkedIn Corporate Communications, Media Relations representative.

6. PROTECTING INFORMATION

The information we amass and generate is one of our strongest competitive advantages. It's also something we must be incredibly mindful of, in the interest of maintaining the trust of our members and other stakeholders. We expect all LinkedIn Suppliers to treat our information—including that of our members, guests, customers, and employees—with care and confidentiality.

6.1 Data Protection

At LinkedIn, our fundamental philosophy is "members first." That value powers the decisions we make, including how we gather and respect the personal information of our members, employees, and other individuals. We expect our Suppliers to:

a. Keep confidential information safe from loss, theft, or unauthorized access or disclosure.

b. Comply with all applicable data privacy laws and regulations, as well as all applicable LinkedIn policies and security standards regarding data handling.
c. Implement security measures designed to protect personal information that LinkedIn may provide in accordance with state-of-the-art industry standards.
d. Collaborate with us on ensuring data security and in investigating and responding to data incidents or breaches, should they occur, and support the LinkedIn data deletion process in response to complying with data subject rights requests.
e. Data Processors must act on instructions from LinkedIn (the Data Controller) before processing Personal Data.
f. Only use LinkedIn's Personal Data and assets for legitimate business purposes and as defined in a written agreement between our companies.
g. Suppliers must notify us and obtain written authorization, from LinkedIn, prior to engaging a Sub-Processor[7] to fulfill obligations to LinkedIn, in addition to meeting any other obligations contained in any agreement a Supplier may have with LinkedIn.

Supplier personnel provided access to LinkedIn's computer or communications systems, networks, systems, applications, storage, services, or other IT infrastructure, or who process Personal Data on LinkedIn's behalf are responsible for using these assets appropriately. Any such access must be used only for the purpose of conducting LinkedIn business and must comply with LinkedIn's information security and data handling standards as outlined in the Resource Access Agreement that each individual is required to sign prior to receiving access.

6.2 Intellectual Property

We expect our Suppliers to respect the intellectual property rights of LinkedIn, other companies with whom we work, and other third parties, by obtaining all the necessary supporting agreements to provide information, services, and other deliverables to LinkedIn. We also expect that you will take all necessary steps to protect LinkedIn's trademarks, copyrights, patents, and other intellectual property from loss, theft, accidental disclosure, or misuse.

7. BUILDING RELATIONSHIPS

Relationships matter at LinkedIn, so it's important that anyone we work with shares the commitment to building relationships firmly rooted in trust and mutual respect. We feel strongly about treating our Suppliers equitably and expect that, while working with us, you will treat LinkedIn's employees and members—as well as your own Representatives and communities—the same way.

[7] https://www.linkedin.com/legal/l/customer-subprocessors

7.1 No Discrimination, Harassment or Retaliation

LinkedIn strives to create a comfortable, respectful work environment everywhere we do business. As part of this goal, discrimination, harassment, inhumane treatment, or retaliation against anyone, by any LinkedIn employee, director, officer, contractor, customer, client, supplier, vendor, or any other business partner or Supplier, will not be tolerated. Similarly, we expect that our Suppliers will not take or tolerate any discriminatory, harassing, inhumane or retaliatory action against anyone in the workplace or while conducting LinkedIn business, and create an environment of open communication when sharing ideas and concerns.

Any decisions related to a person's employment or treatment in the workplace should be based on merit—not on categories protected by applicable law, including (but not limited to):

- Age
- Ancestry
- Caste
- Citizenship
- Color
- Creed
- Ethnic origin
- Exercising family and medical care leave rights
- Family status
- Gender
- Gender identity
- Gender expression
- Genetic information
- Health and biometric data
- Immigration status
- Marital status
- Medical condition
- Mental or physical disability
- Military status
- National origin
- Political affiliations
- Race
- Religious and philosophical beliefs
- Sex (including pregnancy, childbirth, breastfeeding, and related medical conditions)
- Sexual orientation

- Trade union membership or status
- Veteran status

7.2 Responsible Sourcing

At LinkedIn, Responsible Sourcing drives our ambition to conduct business in a manner that supports and contributes to a more diverse, inclusive, and sustainable Supplier ecosystem. Through collaboration and partnership our aim is to establish a shared responsibility to improve the wellbeing of people and the planet. Recognizing that this is a joint effort, we expect our Suppliers to set clear, actionable goals to do so as well, including at minimum the following:

a. **Be conscious of your impact on the environment.**
   I. Comply with all applicable environmental laws, regulations, reporting requirements, relevant international treaties, and guidance including but not limited to applicable laws and regulations that regulate hazardous materials, air, water, emissions, noise pollution, land degradation, and wastes.
   II. Obtain and maintain any required environmental permits, approvals, and registrations and follow their operations and reporting requirements.
   III. Consider the potential environmental impacts of your daily business decision-making processes and seek opportunities to conserve natural resources, reuse, and recycle, reduce resources, reduce greenhouse gas emissions and waste, and control pollution.
   IV. Prohibit the unlawful eviction and seizure of land and forests and limiting access to water for communities and indigenous people that rely on them.
   V. Prevent, reduce, or eliminate waste of all types including water discharges and energy losses, by implementing appropriate conservation measures in Supplier facilities, improving energy efficiency, and seeking opportunities to optimize resources used where appropriate. Avoid the use of hazardous materials where possible and evaluate materials that may be released. Ensure appropriate handling of such materials which may pose a threat to the environment during use and final disposal. Implement environmental management systems and policies, make continuous improvement in your environmental impacts, and implement policies and practices that encourage similar environmental stewardship from your suppliers.
   VI. Inform LinkedIn of environmentally preferable services and product offerings, such as those with environmental certifications.
   VII. Upon request, Suppliers are to disclose complete, consistent, and accurate Scope 1,2, and 3 greenhouse (GHG) emissions data and components required to calculate GHG emissions data through CDP (Carbon Disclosure Project) or an alternative method

approved by LinkedIn. Suppliers may also be required to provide independent or third-party validation of such disclosed emissions and demonstrate progress toward ongoing emissions reduction efforts.

VIII. Upon request, Suppliers are to provide strategic plans to reduce absolute GHG emissions **by a minimum of 55% by 2030.** Specific requirements on overall environmental performance within Supplier facilities, data disclosure, assurance, reduction targets, and progress made on planned reduction will be determined by LinkedIn's standards. Suppliers should periodically evaluate progress against established reduction plans and identify opportunities for ongoing emissions reductions and energy-efficient improvements.

IX. **Transition to 100% carbon-free electricity** for LinkedIn delivered goods and services and target utilizing Sustainable Aviation Fuel (SAF), where possible, for LinkedIn business related airline travel by 2030, as part of the above plan. Suppliers are encouraged to maintain practices that support long-term reductions in GHG emissions and energy consumption. For further information on carbon-free electricity criteria, please visit the Supplier Carbon-Free Electricity Guidance[8].

b. Achieve and maintain best practices to advance diversity and inclusion.

I. Creating economic opportunity for every member of the global workforce is at the core of what we do. In line with that mission, we seek to build a more diverse, inclusive, and equitable Supplier community. Through our Supplier Diversity Program, we ensure that all Suppliers have an equal opportunity to work with us.

c. Uphold human rights.

I. We see human rights, including privacy rights, as integral to our vision of creating economic opportunity for the world's workforce. Our Supplier code is aligned with Microsoft's Global Human Rights Statement[9] and Supply Chain Human Rights Policy Statement[10].

II. Do your part. Provide clear conditions of employment when hiring, prohibit recruitment fees, provide equal pay for equal work and qualifications, and written employment contracts or agreements when necessary. Meet working hours and rest day requirements set by local laws. Respect and enrich global communities by using only voluntary labor.

[8] https://aka.ms/SupplierCFEGuidance

[9] https://www.microsoft.com/en-us/corporate-responsibility/human-rights-statement

[10] https://cdn-dynmedia-1.microsoft.com/is/content/microsoftcorp/microsoft/msc/documents/presentations/CSR/Supply-Chain-Human-Rights-Policy-Statement-PDF.pdf

III. Provide appropriate support and training to all student workers. The wage rate for student workers, interns, and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks.

IV. Prohibit the use of child labor and all forms of forced or compulsory labor and human trafficking[11] by you, your Representatives, and extended supply chain. Consider ways to minimize potential income loss when developing remediation strategies to address child or forced labor. Further, respect employee rights of association and collective bargaining, consistent with local law and International Labor Standards[12].

V. Prohibit the use of private or public security forces that result in torture, inhumane or degrading treatment, bodily harm, or limitation on freedom of association.

VI. Suppliers shall maintain a process that enables their employees and Representatives to raise concerns regarding violations of law, human rights, labor practices, ethical conduct, health and safety, or other workplace concerns without fear of retaliation. Where a Supplier does not maintain its own reporting mechanism, the Supplier shall communicate LinkedIn's reporting channels, including the LinkedIn Integrity Helpline (Section 8), to employees and Representatives performing services for or on behalf of LinkedIn.

d. Ensure everyone you work with is fairly compensated for the work they do.

I. Suppliers must comply with all applicable wage and hours, benefits, taxes, and government regulations as an employer and require the same of your Representatives. Workers with disabilities whose wages are governed by section 14(c) of the Fair Labor Standards Act shall receive no less than the full minimum wage rate as defined by Executive Order 13658.

7.3 Health and Safety

We are committed to providing safe and healthy working conditions for our employees and all guests on LinkedIn sites. Our Suppliers who provide onsite services to LinkedIn, or who visit our sites, are expected to help us maintain safe and healthy working conditions— for our employees and your Representatives. In reaching this goal, it's your responsibility to:

a. Comply with all health and workplace safety regulations and practices that apply to your work, as well as applicable LinkedIn workplace policies.

[11] https://cdn-dynmedia-1.microsoft.com/is/content/microsoftcorp/microsoft/msc/documents/presentations/CSR/Human-Rights-Transparency-Report-2025.pdf

[12] https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---declaration/documents/publication/wcms_203832.pdf

b. Avoid assigning pregnant women and nursing mothers to work environments that could be hazardous to them or their child and provide reasonable accommodations for nursing mothers.
c. Provide a safe and healthy work environment with procedures and systems to help prevent accidents, injury, or illness arising out of, associated with, or occurring in the course of work, or because of the operation of employer facilities at any location. Incidents or injuries sustained by Supplier Representative should be reported to the LinkedIn Security (GSOC) Team, if on LinkedIn site or at a LinkedIn event, as well as their direct employer (the Supplier). Production machinery should also be evaluated for safety hazards, using an appropriate Hierarchy of Controls.
d. Ensure and promote a respectful, non-violent work environment that is free of threats, intimidation, and physical harm.
e. Implement occupational health and safety management systems and controls that identify hazards, assess risks related to their specific industry, and allow Representatives to remove themselves from imminent harm and not return until the situation is mitigated.
f. Representatives' exposure to the hazards of physically demanding work should be identified, evaluated, and controlled.
g. Provide training for your Representatives in a language they can understand, ensuring they are educated on health and safety issues, complying with all applicable occupational health and safety laws and regulations.
h. Ensure that workers are provided with ready access to clean toilet facilities, potable water, and sanitary food preparation, storage and eating facilities. Worker dormitories and transportation, if provided, must meet applicable host-country housing and safety standards, and be maintained in a clean and safe manner.
i. Establish and implement business continuity plans that address topics, including but not limited to natural disasters, pandemics, workplace incidents, emergencies, and other potential business interruptions.
j. Prohibit the use, possession, distribution, or sale of illegal drugs.

8. SPEAKING UP

A big part of being open, honest, and constructive is talking about issues as soon as they arise. When you do business with LinkedIn, we expect and encourage your Representatives to ask questions, raise concerns and report suspected violations of this Supplier Code. In other words: Speak Up. We make the LinkedIn Integrity Helpline available to all our Suppliers, both by phone at 1-833-818-7056 and online[13] (where you can also find international numbers), to help you do just that.

[13] https://secure.ethicspoint.com/domain/media/en/gui/1000914/index.html

We want speaking up to be a worry-free process. When our Suppliers make good faith reports about violations of this Supplier Code or about a LinkedIn employee's violation of LinkedIn's Employee Code, we take them seriously. We will not subject you or your Representatives to harassment, retaliation, or any other adverse consequences for speaking up in good faith, period. We also aim to keep reports confidential to the extent possible, consistent with the need to conduct an adequate investigation.

LinkedIn's expectations are clear. Failing to comply with them may lead to a variety of consequences, based on the severity of the violation. These include, but are not limited to, removal of Supplier personnel from LinkedIn sites, termination of specific projects with LinkedIn, termination of your relationship with LinkedIn and potential civil and criminal liability.

9. CLOSING NOTES

Our relationships are important to us. If you have any questions about the content set forth in this Supplier Code, or if you suspect a possible violation of our Supplier Code, Employee Code, LinkedIn policy, or the law, don't hesitate to reach out to the LinkedIn Integrity Helpline.

As our business continues to grow and our needs evolve, we may revise this Supplier Code to reflect changes in our policies or the law. As a LinkedIn Supplier, you will be expected to always comply with the most current version of the Suppler Code that can be found on our Supplier Information Website[14].

[14] https://www.linkedin.com/legal/l/supplier-information