

Working with Intuit

# Supplier Code of Conduct

## Ethics

Intuit requires our business partners, suppliers, contractors and agents (collectively, “suppliers”) to conduct themselves ethically, professionally and with the utmost integrity and transparency in all of their business dealings, including complying with all applicable laws, rules and regulations. The Code applies globally and to anyone who does business with any Intuit Business or Subsidiary (“Intuit”). Suppliers should ensure their subcontractors acknowledge and implement equivalent standards of conduct. Intuit may take measures to ensure compliance and address suspected instances of non-compliance with this Code.

## Business Integrity

Suppliers and their subsidiaries, affiliates, and subcontractors agree not to engage in corruption, extortion, embezzlement or bribery to obtain an unfair or improper advantage including making expediting or facilitation payments. They shall abide by all applicable anti-corruption laws and regulations of the countries in which they operate, the Foreign Corrupt Practices Act (FCPA), and applicable international anti-corruption conventions. Suppliers are responsible for implementing procedures to ensure compliance with applicable anti-corruption laws including overseeing the conduct of their subcontractors.

**Personal Relationships.** Suppliers will disclose all known family or close personal relationships with Intuit employees or directors who are involved in the Supplier’s engagement with Intuit.

**Business Courtesies.** Supplier may not give gifts, entertainment, or other hospitality that might influence, or appear to influence, the decision making of Intuit employees or agents. If given at all, gifts and hospitality to Intuit employees should be moderately priced and infrequent.

**Gifts.** Gifts must comply with U.S. and local law. Cash or cash equivalents such as gift cards or shopping vouchers in any amount are prohibited. An example of an acceptable gift is a modest item bearing the logo of the Supplier.

**Entertainment and Meals.** Reasonable and customary business meals or entertainment in furtherance of the business relationship are permissible.

**Business Opportunities.** Suppliers will not offer any other goods, services, business opportunities, commissions or advantageous financial arrangements that would personally benefit an Intuit employee.

**Books and Records.** Suppliers agree to accurately record information regarding their business activities, labor, health and safety, and environmental practices.

## **Labor/Human Rights**

Suppliers must respect and protect fundamental human rights across their value chain in accordance with international standards set forth by the United Nations Universal Declaration of Human Rights and the International Labor Organization's Fundamental Conventions On-discrimination and Equal Employment Opportunity.

Every employee shall be treated with respect and dignity. Suppliers commit to providing equal employment opportunities for all applicants and employees and maintaining a workplace free from discrimination, harassment and retaliation. This includes unlawful discrimination or harassment on the basis of sex, race, color, religion, gender, age, mental or physical disability, medical condition, pregnancy, national origin, ancestry, marital status, veteran status, sexual orientation, gender identity, ethnicity, genetic information, political affiliation, union membership or any other characteristic protected under applicable laws.

No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

These principles apply to all areas of employment, including recruiting and hiring, promotions and transfers, compensation and benefits.

## **Freely Chosen Environment**

Suppliers agree that all work should be voluntary and workers should be free to leave upon reasonable notice. Forced, bonded or indentured labor or involuntary prison labor is prohibited.

Suppliers will pay applicable and fair legal wages under humane conditions including maintaining reasonable employee work hours in compliance with applicable law and international standards. Wages and benefits paid for a standard working week shall meet, at a minimum, local and national legal standards. Suppliers agree to pay accurate wages in a timely manner and use of temporary and outsourced labor should be within the limits of the local law.

Additionally, Suppliers shall ensure that any third-party recruitment agencies are in compliance with the provisions of the law.

## **Child Labor**

Suppliers agree not to use child labor by any means. The term "child" refers to any person employed under the age of 15, under the age for completing compulsory education or under the minimum age for employment in their country, whichever is greatest.

## **Work Authorization**

Suppliers will not knowingly employ individuals who are not authorized to work as determined by governing law.

## **Freedom of Association**

Suppliers agree to respect their employees' right to join or form trade unions of their own choosing and to bargain collectively. Suppliers agree not to interfere with, obstruct or prevent legitimate and lawful activities. Union representatives will not be discriminated against and are allowed to carry out their roles in the workplace.

## **Health and Safety**

Suppliers agree to provide a safe and hygienic workplace. They agree to provide their employees with a workplace that does not have serious hazards and follow all country-specific safety and health standards.

## **Environmental**

Suppliers agree to comply with all applicable health, safety and environmental laws and regulations. Adverse effects on the community, environment and natural resources are to be minimized and the supplier shall safeguard the health and safety of the public.

## **Reporting**

We may send periodic data requests which will support our environmental reporting needs and we ask for your cooperation in our endeavor to improve our environmental reporting and performance.

## **Sustainability**

Intuit seeks to work with suppliers that partner with local governments and communities to improve the educational, cultural, economic and social well-being of the communities in which they live and serve.

## **Conflict Materials**

As part of Intuit's commitment to a conflict mineral free supply chain, we expect our suppliers will:

Adopt conflict-free minerals policies: Suppliers agree to support Intuit's policy regarding conflict minerals, implement reasonable management systems to support compliance with this policy and require their suppliers to take the same or similar steps.

- Collect information (including the completion of the industry established reporting template developed by the EICC) from their suppliers regarding the source and chain of custody of any conflict minerals in supplied materials, and cooperate with Intuit customer inquiries regarding conflict minerals in any supplier materials
- Suppliers agree to pass down conflict minerals inquiries through the levels of their supply chain to the smelter level
- Opt not to work with materials that are not certified as conflict-free

## **Accessibility**

To ensure that our suppliers can help Intuit provide the best possible experience for Intuit customers, including those with disabilities, Supplier agrees to the following:

- **Non-Discrimination:** Supplier will provide equal opportunities to all employees and customers, regardless of disability status, and to refrain from discriminating against any individual on the basis of disability.
- **Accessibility Standards:** Supplier agrees to comply with all relevant accessibility standards, regulations, and all applicable laws relating to accessibility by individuals with disabilities, including but not limited to the Americans with Disabilities Act (ADA) and the Web Content Accessibility Guidelines (WCAG), and shall conduct periodic testing to verify compliance, and upon request, provide Intuit with its accessibility testing results and written documentation verifying accessibility and compliance.
- **Communication:** Supplier will provide accessible communication channels for customers with disabilities, including but not limited to offering alternative formats for print materials, providing sign language interpreters, and offering captioning and audio descriptions for videos.
- **Physical Accessibility:** Supplier will provide accessible physical environments, including but not limited to accessible parking spaces, entrances, and restrooms, and to remove any architectural barriers that might impede access.
- **Training and Awareness:** Supplier will provide training and awareness programs for their employees to promote disability inclusion, accessibility, and customer service.

In the event of any claims or litigation arising from claims of inaccessibility, Supplier shall indemnify and hold Intuit harmless against such claims or litigation. Supplier shall promptly address any complaints or issues regarding accessibility and shall provide Intuit with accessibility testing results and documentation upon request. Supplier shall maintain documentation of the measures taken to ensure accessibility and compliance

with applicable laws. Additionally, Supplier agrees to work in good faith to implement any Intuit-specific requirements related to accessibility. Intuit may provide additional guidelines or specifications beyond the Accessibility Requirements and Applicable Laws, and Supplier shall use reasonable efforts to comply with such requirements. Supplier shall engage in open communication with Intuit to ensure that all accessibility-related requirements are clearly understood and implemented to the best of Supplier's ability.

## **External Communication**

Suppliers will not knowingly publish false or otherwise inaccurate information via press release, product or service advertisements, or by any other means.

## **International Trade**

Suppliers agree to comply with all applicable laws and regulations concerning importing and exporting its products and services including compliance with trade sanctions, embargoes, and other restrictions. Suppliers must also comply with regulations preventing U.S. companies from supporting or cooperating with an unsanctioned boycott of another country. Suppliers must comply with all applicable anti-money laundering laws, as well as laws governing lobbying, gifts and payments to public officials, political campaign contribution laws, and other related regulations.

Suppliers must comply with the intellectual property ownership rights of Intuit and others including copyrights, patents, trademarks and trade secrets, and manage the transfer of technology and know-how in a manner that protects intellectual property rights.

## **Protecting the Information of Intuit Customers and Third Parties**

Supplier commits to protecting the reasonable privacy expectations of personal information of everyone they do business with, including customers, consumers and employees. Supplier will comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted and shared.

## **Management Accountability and Responsibility**

Suppliers agree to ensure that the principles of this Code are communicated to their employees and throughout their respective supply chains as appropriate. Suppliers should also take proactive and appropriate steps to ensure the principles of this Code are adopted and applied by their suppliers, agents and contractors to the extent applicable.

## **Contact Information and Escalation Procedures**

Suppliers agree to contact their Intuit relationship or engagement manager with any questions or to discuss business conduct and potential ethics issues.

Alternatively, Intuit has an anonymous Intuit Integrity Line to report suspected discriminatory, unethical or illegal supplier activities.

When necessary, the Intuit Integrity Line is available to protect third-party personnel, temporary workers, independent contractors and personnel of subcontractors. Intuit's Integrity Line is an external, third-party service for anonymous reporting 24 hours a day, seven days a week and 365 days a year. Retaliation against anyone reporting suspected violations by third party associates is prohibited and may result in termination of any applicable Intuit supplier relationship.

**Anyone may contact the Intuit Integrity Line at any time:**

- Within the U.S.: Call toll-free 877-379-3939 or go to [Integrity Line](#) to complete an online report
- Outside the U.S.: Online go to Intuit's [Integrity Line](#) and under "To Make a Report", select your country from the drop-down list in step one and proceed with a phone or online report.