

SUPPLIER CODE OF CONDUCT

T-Mobile®

THE UN-CARRIER

How We Play

T-Mobile is changing the wireless industry. And we're doing it the RIGHT Way – through ethical conduct and socially and environmentally responsible business practices. As a T-Mobile supplier, you are an important part of our business, and we expect you, your employees, agents and subcontractors (Suppliers) to share our commitment to doing it the right way while you conduct business with or on behalf of T-Mobile.

At a minimum, we expect our Suppliers to operate in full compliance with the laws, rules, regulations and ethical standards of the country in which you operate or where you provide products, people or services to or for T-Mobile. In addition, we require you to follow this Supplier Code and [T-Mobile's Supplier Policies](#).

This Supplier Code outlines T-Mobile's expectations for your conduct in taking care of T-Mobile customers, demonstrating integrity, doing business the right way, respecting people and the environment, protecting company property and information, and reporting violations. Your own written compliance and ethics standards may replace this Code if they are consistent with this Code and are incorporated into a written agreement between you and T-Mobile.

Take Care of T-Mobile Customers. Help us protect the privacy and security of our customers' personal and confidential information:

- ▶ Collect T-Mobile customer personal information lawfully and fairly, and provide transparent notice and choice regarding your use of that information. Only collect and use such information as authorized by law and your agreement with T-Mobile.
- ▶ Implement an information security program that complies with [T-Mobile's Enterprise Third-Party \(Supplier\) Risk Management Standard](#) and/or your agreement with T-Mobile.
- ▶ Fully comply with information security reviews and audits, and take improvement steps where necessary.

Protect T-Mobile Information and Property. Safeguard T-Mobile information and use our resources responsibly:

- ▶ Protect T-Mobile's information and information systems in accordance with [T-Mobile's Enterprise Third-Party \(Supplier\) Risk Management Standard](#). Only use and disclose T-Mobile information as authorized by law and your agreement with T-Mobile.
- ▶ Use T-Mobile's physical assets, including property, equipment, systems and supplies with care and for legitimate T-Mobile-related business purposes. Report misuse, theft, vulnerability, improper exploitation or sabotage of company property to the [T-Mobile Integrity Line](#).

This Code does not create new or additional rights in favor of a supplier or any third parties and is intended to supplement, but not supersede, the written agreement between you and T-Mobile.

To access T-Mobile's Supplier Policies and information on our Supplier Diversity Program, go to: <http://www.t-mobile.com/company/working/bidding.html>

Demonstrate Integrity. Be transparent and do the right thing at all times:

- ▶ Ensure that you don't engage in any form of unlawful conduct, including theft, fraud, misrepresentation, extortion, and bribery. If such conduct occurs, report it promptly to the [T-Mobile Integrity Line](#).
- ▶ Records prepared for T-Mobile (including records of work time and expenses) must be timely, accurate, truthful and complete. Keep accurate financial and business records as required by law and generally accepted accounting practices. Create and maintain business records in compliance with legal and regulatory requirements and your agreement with T-Mobile.
- ▶ Avoid relationships with any T-Mobile employee that affect or might appear to affect the objectivity of the employee's judgment or that creates or appears to create a conflict of interest for that employee. Disclose any such relationships to the [T-Mobile Integrity Line](#) for review as soon as you become aware of the situation. Suppliers must not deal directly with any T-Mobile employee whose spouse, domestic partner or other family member or relative holds a significant financial interest in the Supplier (other than publicly traded securities). In the course of negotiating a Supplier agreement or performing your obligations to T-Mobile, dealing directly with a Supplier's spouse, domestic partner or other family member or relative employed by T-Mobile is also prohibited.
- ▶ Gifts (something of value provided for personal use or benefit for which the recipient does not pay fair market value) exchanged with T-Mobile employees must be legal and not exceed \$100 in value in a calendar year. Business entertainment must serve a legitimate business purpose and not occur on a frequent or routine basis. All gifts and entertainment should be reasonable and customary.

Ensure that gifts and business entertainment are not offered in close proximity to a major business decision or in an attempt to gain special treatment. Offering cash or cash-equivalent gratuities or tips to any T-Mobile employee is not allowed regardless of value.

- ▶ If a T-Mobile employee asks you for a gift, entertainment or gratuity, or if you have questions about T-Mobile's expectations about business gifts and entertainment, contact the [T-Mobile Integrity Line](#).
- ▶ As a T-Mobile Supplier, you may be given access to non-public information about T-Mobile or third parties. Avoid insider trading by not buying or selling T-Mobile's or another company's stock when in possession of information that is not available to the investing public and that could influence an investor's decision to buy, sell or hold the stock. And don't convey non-public information about T-Mobile or third parties to another person, including when that information could influence an investor's decision to buy, sell or hold stock.

Do Business the Right Way. Engage in fair and honest business practices:

- ▶ Ensure that you do not participate in bribes or kickbacks of any kind to advance any interest associated with T-Mobile. Offering or providing payments or anything else of value to any government official in association with any matter involving T-Mobile without the express written authorization of T-Mobile Compliance & Ethics is not allowed.
- ▶ Conduct business in full compliance with antitrust and fair competition laws. Avoid any business practices aimed at limiting or impairing full and open competition for the products or services you provide to T-Mobile.

- ▶ Respect the intellectual property rights of T-Mobile and other third parties. Do not use or disclose to T-Mobile any business information that belongs to a third party that you're obligated to protect because it is confidential or proprietary.
- ▶ Ensure that you don't do business with entities or persons that have had sanctions imposed by the U.S. Government. Suppliers that import or export goods, software or technology must comply with all legal requirements, including those that require you to obtain import and export licenses when shipping controlled items.

Respect People. Support our commitment to human rights, equal opportunity and fair labor standards, and a safe and healthy workplace.

Human Rights

T-Mobile believes that businesses should respect human rights, in particular those that could be impacted by the way we engage our Suppliers. To meet this responsibility, T-Mobile has implemented policies and practices appropriate to our business. We expect our Suppliers to implement their own policies and practices appropriate to their operations, and at a minimum to:

- ▶ Treat all employees with respect and dignity and never use unlawful harassment, corporal punishment, threats of violence, physical abuse or other forms of improper coercion or intimidation.
- ▶ Ensure use of only voluntary labor. Any form of forced labor, including bonded, indentured, or involuntary prison labor is prohibited. Human trafficking and trafficking-related activities are also prohibited, including using misleading or fraudulent recruitment practices, charging recruitment fees, denying employee access to their identity documents, failing to provide return transportation costs or an employment agreement (if required) in the employee's native language.

- ▶ Prevent the use of child labor. Comply with all local and national minimum working age laws or regulations. Hazardous work should not be performed by anyone under age 18.
- ▶ Exercise reasonable due diligence to ensure that products supplied to T-Mobile do not contain metals derived from conflict minerals. Conflict minerals refer at a minimum to tin, tantalum, tungsten and gold that directly or indirectly finance or benefit armed groups perpetrating serious human rights abuses in conflict areas. As a purchaser of electronic products, T-Mobile is concerned about the use of conflict minerals. We expect that the products we sell will not contain conflict minerals and that our Suppliers share this objective and will take appropriate action, including by complying with [T-Mobile's Supplier Policies](#).

Equal Opportunity and Fair Labor Standards

- ▶ Ensure your employment practices comply with applicable laws and regulations, including anti-discrimination and anti-harassment laws. T-Mobile is an equal opportunity and affirmative action employer. As a T-Mobile Supplier, you may be required to follow similar equal employment and affirmative action regulations.
- ▶ Use your best efforts to engage competitive, diverse suppliers. Encourage participation in our [Supplier Diversity Program](#).
- ▶ Comply with wage laws that apply, including those relating to minimum wages, overtime hours and legally mandated benefits. Abide by the maximum legally allowed number of working hours.
- ▶ Follow applicable local laws and regulations that govern the rights of employees to join or not to join worker organizations, including trade or labor unions.

Safe and Healthy Workplace

- ▶ Provide a safe and healthy work environment for all employees and fully comply with all legal requirements, including those that address occupational safety, emergency preparedness, occupational injury and illness, industrial hygiene, sanitation, food and housing. Take reasonable steps to minimize workplace hazards.
- ▶ The use, possession, distribution, or sale of illegal drugs on T-Mobile-owned or -leased property is prohibited. Ensure that you don't perform work activities for or on T-Mobile's behalf while under the influence of any substance, including drugs or alcohol, which may impair your ability to work safely and effectively.

Respect the Environment. Operate in a manner that protects the environment:

- ▶ Comply with all domestic and foreign environmental laws and standards that apply. This includes those relating to air emissions, water discharges, environmental permitting and reporting, management and disposal of hazardous materials, product labeling and warning requirements, the recycling of materials, and environmental claims.
- ▶ Follow [T-Mobile's Supplier Policies](#) and continually seek opportunities to reduce the environmental impact of your products and services, including by:
 - ◆ Reducing your carbon footprint
 - ◆ Minimizing wasteful practices
 - ◆ Maximizing use of recycled materials and implementing end-of-life recycling alternatives
 - ◆ Increasing energy efficiency and reducing water use
 - ◆ Reducing use of paper and pulp

- ◆ Responsibly sourcing product materials, especially minerals and virgin wood, pulp and fiber
- ◆ Developing and using more efficient and sustainable packaging

Monitor Compliance & Report Violations. T-Mobile expects our Suppliers to have controls and processes in place that are designed to facilitate compliance with the law and this Supplier Code:

- ▶ We encourage you to provide an anonymous compliant mechanism for your employees, agents and subcontractors to report violations of this Code. You must protect any individual who reports violations in good faith from retaliation.
- ▶ Promptly report any identified or suspected violations of the law or this Code to T-Mobile. Reports may be made through the T-Mobile Integrity Line. As stated in our [Speak Up Policy](#), T-Mobile will not tolerate retaliation against any individual who reports violations in good faith. You must provide reasonable assistance to any investigation by T-Mobile of an actual or suspected violation of this Code.
- ▶ We expect our Suppliers to self-monitor and demonstrate compliance with this Code, and we may audit you to confirm compliance. Identified deficiencies must be timely corrected. We take this Code seriously and any violations may jeopardize your business relationship with T-Mobile, up to and including termination of that relationship.

T-Mobile Integrity Line

- ◆ Dedicated telephone line: **1-866-577-0575** (or 1-503-726-3251 if calling from outside the U.S.)
- ◆ Secure online reporting site: T-MobileIntegrityLine.com