

## Yalelo Uganda Standards for Suppliers

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Applies to (persons): All suppliers

**Brief Description:** This protocol details the Company's requirements and YU's policy obligations relating to suppliers and compliance with contractual requirements while doing business with YU.

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### List of Abbreviations

YU -Yalelo Uganda Limited  
AML-Anti Money Laundering  
CEO-Chief Executive Officer

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## PURPOSE

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The purpose of the Requirements for Suppliers is to facilitate Suppliers' compliance with contractual requirements and YU policy obligations while doing business with Yalelo Uganda Limited. These requirements are applicable to all suppliers.

These requirements provide a general overview of YU'S policy requirements with which suppliers must comply. Suppliers must take a proactive role and consult with their Yalelo Contact regarding any questions they have regarding YU policies or any related requirement changes to ensure compliance.

Failure to comply with the Requirements set forth in this document, YU's Code of Conduct and / or the policies and procedures applicable to the YU business and legal entity that a Supplier is providing products and / or services may result in termination of a Supplier's engagement with YU, including all agreements related thereto, and / or other contractual consequences. Furthermore, violations of the Requirements may also be violations of applicable law and may result in civil damages owed to YU (or third parties) or criminal penalties for the Supplier.

### Scope

These principles apply to suppliers and contractors who offer services to YU including potential suppliers/contractors.

## 1. CODE OF BUSINESS CONDUCT

Yalelo Uganda strives to earn and maintain the public's trust by adhering to the highest ethical standards. Yalelo Uganda's Code of business conduct includes:

- Yalelo Uganda Values and rules
- Doing Business Fairly and Honestly
- Fostering a Respectful Work Environment
- Protecting Personal, proprietary and Confidential Information
- Contributing to Our Communities
- Speaking up and Escalating Ethical Concerns

Please read the Yalelo Uganda Code of business Conduct (or the "Code") for more information on the topics mentioned above.

The code is available on our website [www.yalelo.ug](http://www.yalelo.ug) and has additional information regarding topics covered in the requirements.

## 2. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

Yalelo Uganda has an Equal Employment Opportunity and Affirmative Action program and policies which are designed to ensure equal employment opportunities to all qualified persons without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability, or any other reason prohibited by law.

This includes, but is not limited to, the following:

- Hiring, placement, transfer, demotion, or promotion
- Recruitment, advertising, or solicitation for employment
- Treatment during employment
- Rates of pay or other forms of compensation
- Selection for training, including apprenticeship
- Layoff or termination

It is the policy of Yalelo Uganda to fully comply with the applicable regulations and any legislation on Equal Employment Opportunity. We request the cooperation of our subcontractors, vendors and suppliers in our equal opportunity and affirmative action efforts and expect them to take appropriate action in ensuring their compliance with equal opportunity, non-discrimination, and affirmative action regulations.

### 3. ANTI-MONEY LAUNDERING (AML)

Money laundering is the process of converting illegal proceeds so that funds are made to appear legitimate and thereby enter the stream of commerce. Terrorist financing includes the financing of terrorist acts and terrorist organizations and may involve use of proceeds from both illegitimate and legitimate sources. Risks of money laundering or terrorist financing may be present when a Supplier is:

- Performing certain customer-related services (i.e., on-boarding, customer account and transaction screening) or the delivery of data/metrics related to the foregoing activities
- Acting as an intermediary about cash or financial instruments (e.g., remote deposit capture, courier, armoured car, or lockbox services)

Due diligence performed on the Supplier may also surface regulatory or reputational concerns related to money laundering or terrorist financing-related activities. Where money laundering / terrorist financing risk is identified, AML and the party engaging the Supplier must work together to require that the Supplier complies with applicable AML rules and regulations.

Yalelo Uganda Limited further requires that: -

- a) The Supplier will promptly report to YU in writing any suspected breaches of law, including any observed activity that appears unusual or potentially unusual related to the intake of cash related to YU or its customers.
- b) Suppliers must ensure they comply with all applicable tax laws and regulations in the countries where they operate. Under no circumstances should suppliers engage in deliberate illegal tax evasion or facilitate such evasion on behalf of others, which may include engaging in activities that would assist in evading the payment of taxes that are due and payable or concealing information from tax authorities. As such, Suppliers should adopt reasonable prevention procedures relating to tax evasion and promptly report to YU in writing any violations or suspected violations that relate to YU.
- c) Establish controls to secure the supply chain from being used for improper purposes, including smuggling, terrorism, fraud, and theft. The supplier should take steps to prevent illegal transshipment or mislabelling of products to mask a products country of origin.

### 4. ANTI-BRIBERY

YU has policies, procedures, and internal controls for complying with anti-bribery laws and strictly prohibits

bribery or facilitation payments in any form. YU expects all its Suppliers or anyone acting on YU's behalf, to conduct their activities in accordance with the highest standards of business conduct, which includes compliance with all laws prohibiting bribery, corruption, fraud, and false statements.

Under no circumstance may a Supplier, or any of its personnel, operating on YU's behalf, offer, provide, or agree to provide, accept, or request, "anything of value" to or from any person, whether directly or indirectly, if doing so would be, or would be reasonably perceived to be corrupt, inappropriate, or prohibited. "Anything of value" includes any advantage, financial or otherwise, such as gifts, entertainment, charitable or political contributions, or employment.

## 5. GIFTS AND ENTERTAINMENT

Suppliers may not provide gifts or convey anything of value (including entertainment) to YU employees, where doing so would create an actual or apparent conflict of interest, compromise the employee's integrity or judgment, or otherwise improperly influence the employee's decision-making or cause the employee to act contrary to his / her duties. Without limiting the foregoing, cash gifts or their equivalent (e.g., gift cards or vouchers) are not permitted under any circumstances and Suppliers must not provide non-cash business gifts exceeding, in aggregate, U.S. 50 per person per calendar year to a YU employee.

When a Supplier provides business entertainment (e.g., an invitation to a meal, social, sporting, cultural or other comparable event) to a YU employee, the Supplier must attend the event and the entertainment must be appropriate, customary, and reasonable, not lavish or excessively frequent and clearly not meant to influence YU business. The supplier may not, on behalf of YU or purportedly on behalf of YU, provide gifts or entertainment, or anything of any value, to any person outside YU.

The supplier may provide samples to Yalelo for customary evaluation and testing according to Yalelo processes and procedures, but they should provide no more than necessary and avoid the appearance of impropriety.

## 6. PROHIBITION AGAINST MODERN SLAVERY

YU is committed to implementing systems and controls aimed at ensuring that modern slavery and human trafficking is not taking place anywhere within its organization or in any of its supply chains. All YU's Suppliers are expected to adhere to the principles including but not limited to Child labour avoidance, freely chosen employment, wages benefits and working hours. (Further details can be found in section II Human rights in the workplace – Supplier principles below)

## 7. FRAUD MANAGEMENT

YU is exposed to internal and external fraud risks that may cause financial loss, impact customer experience and may result in additional legal, reputational, and regulatory risks, including changes to capital requirements. Fraud is defined as an intentional act, misstatement or omission designed to deceive others, resulting either in the victim suffering a loss or the perpetrator achieving a gain. Fraud occurs when a person deliberately gives false information or intentionally fails to disclose information to deceive an owner of assets, resources, services, or benefits. Fraud also occurs when

dishonest acts are committed without personal gain but intended to create a loss or risk of loss for another person or entity. This includes the intentional misrepresentation of financial condition.

Fraud risks relating to Supplier relationships can include:

- Processes and / or Controls operated by the Supplier being targeted by criminals to facilitate or commit fraud against YU or YU customer
- The Supplier misrepresenting, giving of false information or failing to disclose information either at the selection and on-boarding stage or through the ongoing lifecycle of an established relationship.
- Abuse of position by the Supplier, their employees or sub-contracted service providers to use their access to YU data and / or processing capabilities to enable or commit fraud.

False, inflated, or duplicate invoices are submitted for work or goods provided.

YU does not tolerate:

- Fraud committed by its staff and non-compliance with regulations.
- Fraudulent or deceptive actions committed by third parties, including Suppliers; and
- Untimely or incomplete escalation of fraud events to YU Senior Management.
- Unreported conflict of interests between YU Suppliers and/or YU Employees.

YU reserves the right to investigate suspected or alleged theft, fraud or other potential criminal activity or wrongdoing and to prosecute any fraudulent or criminal behaviour to the fullest extent of the law.

#### **Cooperate with Yalelo.**

YU takes steps to ensure we are living up to our high standards and acting in a manner consistent with our values. Sometimes we ask our suppliers for help, and we need your cooperation. Cooperate with YU investigations related to potential violations of law, regulation, policy, contract.

Develop and maintain accurate records which include financial, production, records of goods supplied to Yalelo to demonstrate your compliance with these standards and all other Yalelo expectations.

#### **All Suppliers, irrespective of the products or services provided, are required to:**

- a. Ensure timely reporting and referral of any potential fraud events to YU. This includes but is not limited to, attempted, suspected, alleged or actual theft, fraud (e.g., submitting knowingly false, inaccurate, or misrepresented data regarding the Supplier, billing schemes, disappearance of funds etc.), criminal activity or wrongdoing involving YU, a YU employee, a YU Supplier or agent or temporary employees and contractors).
- b. Permit monitoring and oversight by YU and its representatives and support YU – and Law Enforcement – led investigations into potentially fraudulent activity involving that Supplier.



- c. Report any conflict of interests Suppliers are made aware of timely.
- d. Avoid forming personal relationships with YU employees and associates that would compromise or appear to compromise the independence, integrity, impartiality, or judgment of Yalelo staff. Where such relationships exist, they must be disclosed to YU. Compete Fairly. We expect our suppliers to refrain from asking YU to limit business with another company and not to offer YU with competitively sensitive information related to Yalelo's competitors or other third parties.

## 8. MEDIA INTERACTION; USE OF YALELO NAME, FACILITIES OR RELATIONSHIPS

Suppliers may not issue any press release, which directly or indirectly identifies YU, any Contract or arrangement between a Supplier and YU or any products and services procured from a Supplier by YU. Suppliers may not consent to or engage in any public relations activity relating to YU with Clients, YU employees, other YU Suppliers, other customers of Suppliers or any other third parties without prior written approval from the Chief Executive Officer (CEO)

Suppliers may not publish or post any material in written or electronic format (including books, articles, podcasts, webcasts, blogs, website postings, photos, videos, social media, or other media), conduct or make speeches, give interviews, or make public appearances that mention YU, YU's operations, products, without prior written approval from the CEO.

Whether or not in connection with the provision of services or products to YU, Suppliers may not use YU's trademarks, service marks, trade names, logos, symbols, or brand names, without, in each case, securing the prior written consent of YU. Suppliers may not use YU's name, logo or trademarks, facilities, or relationships for benefit or for work outside of YU (including on letterhead or personal websites, blogs, or other social networking sites). Further, Suppliers may not make any use of YU's name, facilities, or relationships for charitable or pro bono purposes.

## 9. POLITICAL ACTIVITIES AND CONTRIBUTIONS

Political activity includes: (i) making corporate or personal political contributions, soliciting political contributions, using company funds or resources (such as facilities, equipment, software or personnel) or volunteering personal services during company time on behalf of a candidate campaigning for a public office, a political party committee or a political committee; (ii) lobbying or engaging in any outreach to public officials, whether directly or through third parties, including attempts to influence legislation and, depending on the jurisdiction, may include attempts to influence agency rulemaking or the awarding of government contracts; or (iii) seeking, accepting or holding any political office associated with a government, including any government board, commission or other similar organization.

No political activity may be undertaken or conducted by any Supplier on behalf of (or purportedly on behalf of) YU as YU does not engage in political activities and contributions.

## 10. SUPPLIER RELATIONSHIP AND CONTRACT COMPLIANCE

I. Suppliers and potential Suppliers must cooperate with their primary YU business contact to ensure that a Non-Disclosure Agreement (NDA) is executed (or that an agreement including similar confidentiality and non-disclosure obligations for the Supplier is in place) with YU prior to any discussions or exchange of any YU information classified as Confidential or higher, between YU and Supplier.

II. Suppliers must not commence performance of any services or provide any products to YU unless a Contract has been fully negotiated and executed between YU and the Supplier or a purchase order (PO) has been issued to the Supplier by YU.

III. Suppliers must keep their primary YU business contact aware of any changes in the Supplier's key management team and / or respective contact information. The Supplier and their personnel must always ensure full compliance with all applicable laws, rules, and regulations in providing services and products to YU.

IV. Suppliers must support YU's efforts to perform appropriate and required ongoing Supplier management activities and cooperate as necessary. Suppliers must provide necessary support to YU to perform such activities and additional due diligence, when applicable.

V. Unless otherwise agreed by YU in writing, a Supplier may not use a sub-contractor to fulfil Supplier's obligations to YU. If permitted to use a sub-contractor (i) the Supplier must ensure that the proposed sub-contractor will comply with all obligations applicable to the Supplier; and (ii) the Supplier will remain responsible to YU for overall performance and any noncompliance by the sub-contractor with Supplier's Contract with YU.

VI. YU may require Suppliers to provide the most recent two/three (2/3) years audited year-end financial statements and upon request the most recent financial interim statements for the purpose of translation or performing a Financial Evaluation.

VII. Suppliers should uphold High Standards for Safety & quality.

We expect our suppliers to provide us with products that meet all legal, industry and YU safety, quality, and technical requirements. Products should be monitored for safety and quality, promptly reporting material issues to YU. Material issues include failing to meet recognized safety standards and defects in product labelling or instructions that increase the risk of unsafe use. Suppliers should notify YU of voluntary and mandatory product recalls and removals where you identify that products are not meeting applicable requirements.

## Yalelo Uganda Statement of Supplier Principles

Yalelo Uganda limited has a tremendous opportunity to address ethical, social, and environmental challenges through our core business operations.

Yalelo Uganda aims to advance human dignity, reduce waste, improve efficiency, and reduce our carbon footprint, and we encourage these same best practices among our diverse base of suppliers.

Yalelo Uganda recognizes the importance of integrating ethical, social, and environmental factors into our procurement practices. Our goal is to drive excellence in these areas throughout our own institution and to positively influence our supplier institutions. We recognize that sustainable business practices are not static but continually evolve. Our goal is to construct a flexible and sustainable supply chain initiative that will be continually enhanced with new knowledge and expanded levels of excellence.

We support adoption by our Suppliers of goods and services of their own codes or statements of best practices that include the following principles and core elements: Ethical Business Practices, Human Rights in the Workplace, Environmental Sustainability, Management Systems, and Implementation. We offer these principles with the knowledge that many of our suppliers have been pioneers in establishing robust supply chain standards and best practices. We acknowledge and thank these Suppliers for their leadership and example in establishing guidance and best practices.

This Statement of Supplier Principles is designed to complement the above standards that our suppliers may have implemented already or may be working towards. We pledge to work with our Suppliers towards these shared goals and encourage our Suppliers to continually improve their operations as is practicable under each Supplier's unique circumstances.

### I. Ethical Business Practices

Yalelo Uganda aspires to the highest standards of ethical conduct. We expect our suppliers to aspire to these same standards in their business practices and daily interactions and to develop management training and implementation programs to assure that all employees and agents understand and adhere to these standards.

- a) Business Integrity  
The highest standards of integrity should be upheld in all business interactions. All forms of corruption, extortion and embezzlement are unacceptable.
- b) Transparency  
Information regarding business activities and performance should be informative and disclosed in accordance with applicable regulations and prevailing industry practices.
- c) Community Engagement  
Community engagement is encouraged to help foster shared understanding and social and economic development.

## II. Human Rights in the Workplace

Yalelo Uganda Limited supports the protection and preservation of human rights around the world and is guided by fundamental principles of human rights, such as those in the United Nations Universal Declaration of Human Rights and the International Labour Organisation (ILO) Core Conventions regarding child labor, forced labor, freedom of association, the right to organize and bargain collectively, equal pay and non-discrimination in the workforce. Our support for these principles is reflected in our policies and actions towards our employees, suppliers, clients, and the countries where we do business.

We consider relationships with our Suppliers to be an opportunity to share best practices and believe in a continual process of learning, improving, and evolving these processes with respect to human rights. These best practices specifically consider:

### A. Freely Chosen Employment

Workers should not be forced, bonded, indentured or subjected to involuntary prison labor.

This includes forced, bonded, indentured, involuntary prison labor, exploited, or trafficked from your operations, subcontractors' operations, and supply chain. Beware of signs of involuntary labor and actively address them especially where your business included vulnerable populations such as migrants, women, and young people.

Recruit responsibly. Do not charge vulnerable workers recruitment or similar fees and hold your agents and any labor brokers and recruiters used in the recruitment process to similar standards.

Allow workers freedom of movement. Do not keep workers' personal identity documents or other valuable possessions, do not control workers' freedom of movement through debts owed to you, brokers or third parties and allow workers to terminate employment on reasonable notice.

### B. Child Labor avoidance

Child labor should not be employed. A child under the age of 12 years may not be employed in any business, undertaking or workplace. A child under the age of 14 may only be employed for light work carried out under the supervision of an adult aged over 18 years, and which does not affect the child's education. He or she should not be employed in any work which is harmful or injurious to his or her health, is dangerous or otherwise unsuitable for that child.

### C. Working hours

Work weeks should not exceed the maximum set by local law. The maximum working hours for any employee is 48 hours per week, except where the employee and employer have agreed that the normal working hours will exceed 48 hours. Hours of work should not ordinarily exceed 10 hours per day or 56 hours per week. Where people are employed in shift work, however, it is permissible to employ people for more than 10 hours in any 1 day or 48 hours in any 1 week, where the average number of hours over a 3-week period does not exceed 10 hours per day or 56 hours per week.

## D. Respect in the workplace

Employees should be treated with respect and dignity and work in an environment that is free from unlawful discrimination and harassment. Provide a fair, consistent and inclusive environment and make all employment decisions based on an individual's color, race, ancestry, ethnicity, religion, sex, pregnancy, national origin, age, disability, marital status. If there is perceived conflict, let YU know.

Do not engage in physical punishment, including when imposing discipline

Provide anonymous mechanisms for workers to report concerns to management, to you as the supplier and to third parties. These should prohibit retaliation for reporting in good faith.

## E. Wages and Benefits

Compensation should comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Employees should be able to earn fair wages, as determined by applicable local law. Ensure employees understand these terms.

Do not make illegal or excessive wage deductions, withhold wages, delay wage payments or pay wages irregularly.

Confirm all workers are appropriately authorized to work. This includes verifying worker eligibility to work in the country and in the relevant job prior to employment.

## F. Health and Safety requirements

Suppliers should provide adequate and safe working conditions and comply with applicable health and safety policies and laws. Implement appropriate procedures and safeguards to prevent accidents and injuries to workers. Establish proper maintenance, monitoring and inspection routines, worker training and protection and fire safety measures. Take appropriate steps to protect workers from exposure to harmful chemicals.

Suppliers should develop a safe system of work relevant to YU and work activities and comply to the H&S requirements communicated to them.

Suppliers have a responsibility to inform YU of any impacts, which might arise from the work or activities being carried out.

Must ensure that work carried out does not compromise the health and safety of others, or have the potential to cause damage to property

Report immediately all the incidents to H&S staff once they occur and known to them.

Ensure that all personnel deployed to perform the work activity are competent and adequately supervised during work execution.

### III. Environmental Sustainability

Yalelo Uganda complies and adheres to all the local and international applicable environmental, social and human rights laws. All suppliers and contractors are expected to be compliant to both National and International standards which Yalelo Uganda already subscribes and complies with as stated below.

- National Legislation – Environment Act of 2019.
- IFC Performance Standards (2012) on Environmental and Social Sustainability.
- UN Guiding Principles on Business and Human Rights.
- World Bank Group (WBG) Environmental, Health, and Safety (EHS) General Guidelines, 2007.

Our expectation for the suppliers and contractors is to continuously implement and maintain:

#### A. An environmental Policy

We encourage all Suppliers to constitute and implement an effective environmental policy and to endeavor to achieve this policy using the best available techniques; to implement this policy at all levels throughout the company; and to include a commitment to continual improvement in environmental performance, energy efficiency, and waste reduction.

#### B. Pollution prevention and recycling

We encourage reduction or elimination of waste in all streams of production and operations at the source. This can be achieved through implementation of best production practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials. Water and solid waste generated from operations, industrial processes and sanitation facilities should be monitored, controlled, and treated as required prior to discharge or disposal, and recycled to maximum efficiency.

#### C. Conservation and Resource Utilization Reductions

To the extent possible, and with continual improvement, we expect implementation of conservation and resource utilization reduction programs to conserve resources and eliminate wastes in all your operations and production phases.

#### E. Hazardous Materials Safety

All hazardous materials supplied should be well/tightly packaged to prevent any likelihood of spill or exposure to the environment and people handling them.

A material safety datasheet **must** be provided to us before delivery of the product on site. This will enable us to prepare and train users on material safe handling, storage, and disposal.

We encourage you to have a licence to trade and transport such hazardous substances from a relevant Authority.

## F. Air Quality and Emissions

We expect our Suppliers to implement a reasonable and comprehensive Air Quality Program in production processes at your facilities. Emissions of carbon should be monitored and minimized; emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations should be characterized, monitored, minimized, controlled, and treated as required prior to discharge.

## G. Sustainable Forests

Yalelo Uganda is committed to environmental sustainability and expects all suppliers to ensure that they source their raw materials from sustainable sources.

We encourage our suppliers to contribute to sustainable use of forestry resources through desisting from any contract with any company known/suspected to be engaged in illegal logging.

## IV. Management Systems

We encourage our Suppliers to institute ethical, social, and environmental programs with an effective management system (e.g., International Organization for Standardization (ISO), etc.) that utilize the best available techniques and practices to achieve sustainability and corporate social responsibility at all levels, and to strive to continuously improve their performance. We encourage Suppliers to clearly communicate the contents of this Statement of Supplier Principles, and their own internal standards that meet or exceed these principles, to their employees and contractors, and to offer adequate training, and utilize self-evaluation programs to assure conformity with standards and applicable laws.

## V. Implementation

This Statement of Supplier Principles sets forth guidelines for our current and future Suppliers. We encourage all our new and existing Suppliers to aspire to these guidelines and endeavor to make continual improvements. As the intent of this Statement of Principles is to increase ethical business practices and social and environmental sustainability throughout the supply chain, we will encourage our Suppliers to require their next-tier suppliers to acknowledge and implement these practices and standards of conduct. We further encourage and challenge our Suppliers and their suppliers to offer and innovate new and better products and services reflecting ethical practices and sustainability attributes for Yalelo Uganda purchase at cost competitive pricing.

## VI. EHS Valuation Process

Contractors and suppliers shall be subjected to an evaluation process to make sure that they meet all the required service and product minimal standards. This evaluation process shall be subject to case by case depending on nature of service or products supplied.

## VII. Traceability Policy

Yalelo Uganda emphasises sustainable sourcing of materials even at the point of purchasing raw materials from your suppliers. You are expected to develop and implement a traceability policy to ensure that measurements are accurate representations of the specific quantity subject to measurement, within the uncertainty of the measurement.

Traceability is the ability to trace all processes from procurement of raw materials to production, consumption and disposal to clarify "when and where the product was produced and by whom.

## VIII. Induction and Training

All contractors are expected to undergo EHS induction when they report on site and a compliance agreement shall be signed between Yalelo Uganda and the contractor.

The induction shall include the contractors' most fundamental requirements for each specified topic determined by the nature of service.

This induction is not intended to be used to comply with any regulatory requirements, although it is in line with the legislative requirements and International Standards of Best Practice.

*This Statement of Principles neither constitutes nor should be construed to constitute a contract and nothing contained or implied herein is intended or shall be construed to create or convey upon any person or entity, including employees, any benefits, rights, actions, or remedies.*