AT&T Principles of Conduct for Suppliers

AT&T is committed to operating with the highest standard of integrity and ethics – and with an emphasis on corporate citizenship and sustainability. Suppliers are a key part of our business and therefore must be part of our approach to citizenship and sustainability. We require our suppliers and their suppliers (“Suppliers”) to comply with all applicable laws and regulations, both domestic and foreign.

We also require Suppliers to adhere to the following Principles of Conduct for Suppliers and the AT&T Human Rights in Communication Policy or an equivalent set of principles. For information on AT&T’s corporate citizenship and sustainability program please visit www.att.com/csr.

Sustainable Business Practices

AT&T expects Suppliers to apply a continuous improvement approach to enhance economic, social and environmental conditions. They can do this through innovative products and services, ruling out wasteful practices, being more energy efficient, reducing total cost of ownership, reducing greenhouse gas emissions, using more sustainable packaging, cutting back on water use, and creating end-of-life recycling alternatives. Suppliers should reduce the environmental impact of their products and services. Part of this is minimizing or eliminating the use of hazardous substances in products that we buy.

Environment, Health and Safety

AT&T expects Suppliers to apply robust environment, health and safety (EH&S) policies and practices. Suppliers should also provide a safe and healthy work place that comply with international and national standards, laws, rules and regulations. Suppliers should give appropriate health and safety information and training to their employees. We expect Suppliers to minimize the impact of emergency events by proactively using business continuity plans and response procedures.
Supplier Diversity

AT&T is committed to a diverse supply chain. We expect Suppliers to comply with the requirements of AT&T’s Supplier Diversity Prime Supplier Program. Suppliers are expected to:

- Meet AT&T’s specified diversity spending goals.
- File annual plans and quarterly reports documenting the achievement of supplier diversity inclusion goals.
- Include minority-, women-, disabled veteran-, and Lesbian, Gay, Bisexual and Transgender-owned businesses in production of products and services that we buy.

We offer training and tools to guide Suppliers as they meet these expectations. We sustain our commitment to supplier diversity through the sound business values of our suppliers, our diverse customer base and our focus on supporting economic prosperity within the communities we serve. Find more on AT&T’s supplier diversity program here.

Ethics

We demand the highest standard of ethics, integrity and responsibility in our operations. Suppliers must not pay bribes or engage in corrupt practices to advance any interests with AT&T. This includes directly or indirectly offering, promising to pay, or authorizing the payment or provision of money or anything of value to government officials, political parties or candidates for political office for the purpose of inducing acts or decisions. Suppliers may not engage in illegal activities—including, but not limited to—money laundering or actions related to terrorism, or do business with parties or persons upon whom sanctions have been imposed by the U.S. Government. Without prior approval from AT&T, Suppliers are prohibited from contacting legislators, federal or state regulatory officials or their staffs, or from making political contributions on behalf of AT&T. Suppliers may not contact any foreign government agency or official on behalf of AT&T without our express prior written consent. We prohibit the use, possession, distribution or sale of illegal drugs or alcohol on our premises and in our vehicles while AT&T business is being conducted.
Freedom of Association

AT&T expects Suppliers to respect the legal rights of their employees to join or not join worker organizations, such as collectively bargained trade unions or similar external representative organizations. Suppliers should use good employee communication to promote positive employee relations.

Conflict Minerals

AT&T is not a manufacturer, but we are concerned with the use of conflict minerals. We expect the products we sell that we purchase from Suppliers and manufacturers will not contain conflict minerals that directly or indirectly finance or benefit armed groups. We also expect our Suppliers to share this objective and act to conform. AT&T reserves the right to suspend or terminate Suppliers who fail to commit to this expectation.

Labor Practices

We do not permit Suppliers to use involuntary labor, like child labor, prison labor, debt bondage or indentured or forced labor. No person employed by a Supplier may be below the minimum legal age for employment. Contractually, Suppliers must comply with all applicable labor, wage and hour laws, and regulations, including, but not limited to, those relating to minimum wage, overtime, piece rates and other elements of compensation, and legally mandated benefits. Suppliers’ employees should understand their employment conditions including payment terms and benefits.

Human Rights

AT&T expects Suppliers to treat all employees with respect and dignity. The use of corporal punishment, threats of violence, physical abuse or other forms of physical coercion, harassment, or intimidation are not tolerated. Suppliers’ employment, wage and benefits practices cannot be based on color, race, caste, religion, age, maturity, nationality, social or ethnic origin, status, sexual orientation, gender, gender identity or
expression, marital status, pregnancy, political affiliation, union membership, or disability. We also expect Suppliers to work toward having a diverse workforce.

Circular Economy

We expect Suppliers to support the idea of a circular economy that keeps resources in use for as long as possible, seeking to recover and recycle them once the maximum value has been reached. This includes reducing total cost of ownership of services and products; by minimizing the materials that go into products and packaging; and designing for product reuse, restoration, regeneration and recyclability.

Conflicts of Interest

AT&T awards business based on product and service performance, cost, quality and other factors we deem appropriate. Suppliers and supplier representatives should not have a relationship with any AT&T employee that affects or may appear to affect the employee’s judgment or appears to be a conflict of interest.

Company Property and Resources

AT&T’s property and resources are highly valuable. Suppliers are responsible for protecting AT&T’s tangible and intangible property and ensuring its legitimate AT&T-related business use. AT&T property may not be taken, sold, loaned, given away, licensed, assigned, damaged or otherwise disposed of regardless of its condition or value. If a supplier has specific written authorization from AT&T they may do so.
Confidential Information and Privacy

AT&T values and protects confidential information, like information about its customers, employees, operations, finances, and business plans. We may execute a non-disclosure agreement or enter into an agreement with confidentiality provisions with a supplier before providing access to confidential information. We may also include a proprietary or confidential legend on confidential information. Suppliers are required to protect AT&T’s confidential information in accordance with those agreements and proprietary/confidential legends.

Any Supplier or third party with authorized access to AT&T customer information is required to comply with all applicable laws, regulations and requirements and AT&T’s Privacy Policy. Our Privacy Policy explains how we collect, use and protect information. It also requires many safeguards and commitments such as:

- Keeping our customers’ information safe using encryption or other appropriate security controls.
- Keeping our customers’ personal information only as long as it’s needed for business, tax or legal purposes.
- Prohibiting our suppliers from disclosing, using, marketing, or otherwise selling customer information, except on the behalf of AT&T as authorized by pursuant to written agreement and as required or allowed by law.