

## ***AT&T Principles of Conduct for Suppliers*** ***Citizenship and Sustainability***

AT&T is committed to conducting business with the highest standard of integrity and ethics and with abiding respect for corporate citizenship and sustainability. Suppliers are an important part of our business and therefore must be an important part of our approach to citizenship and sustainability. AT&T requires its suppliers to comply with all applicable laws and regulations, both domestic and foreign. Furthermore, we expect suppliers to recognize the following Principles of Conduct. Information on AT&T's Citizenship and Sustainability program may be found at <http://www.att.com/csr>.

### **Sustainable Business Practices**

AT&T expects suppliers to apply a continuous improvement approach to enhance economic, social and environmental conditions. We expect suppliers to add value through innovative products and services, elimination of wasteful practices, increased energy efficiency, reduced total cost of ownership, and end-of-life recycling alternatives. Suppliers should implement procedures that reduce the environmental impact of their products and services. AT&T expects suppliers to minimize or eliminate 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 in their operations. Suppliers should provide a safe and healthy work environment in accordance with international and national standards, laws, rules and regulations. Suppliers should provide appropriate health and safety information and training to their employees. We expect suppliers to minimize the impact of emergency events by proactively implementing 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: include minority-, women- and disabled veteran-owned businesses in the production of products and services that we buy; meet AT&T's specified diversity spending goals; and file annual plans and quarterly reports documenting the achievement of supplier diversity inclusion goals. We provide training and tools to assist suppliers in meeting these expectations. AT&T's supplier diversity commitment is sustained by the sound business value that diverse suppliers bring, our increasingly diverse customer base, and our focus on supporting economic prosperity within the communities we serve. Information on AT&T's supplier diversity program may be found at: <http://www.attsuppliers.com/diversity.asp>

## 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 associated 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 influencing their acts or decisions. Suppliers must never 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 shall 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.

## **Conflicts of Interest**

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

## **Freedom of Association**

AT&T expects suppliers to respect the legal rights of their employees to join or not to join worker organizations, including trade unions or similar external representative organizations. Suppliers should strive for effective employee communication as a means of promoting positive employee relations.

## **Labor Rights**

AT&T prohibits its suppliers from using involuntary labor, including child labor, prison labor, debt bondage, or indentured or forced labor. No person employed by a supplier should be below the minimum legal age for employment. Suppliers must comply with all applicable wage and hour laws and regulations, including, but not limited to, those relating to minimum wages, overtime hours, piece rates and other elements of compensation, and legally mandated benefits. Suppliers' employees should understand their employment conditions including payment terms and benefits.

## **Treatment of People with Respect and Dignity**

AT&T expects suppliers to treat all employees with respect and dignity and not to use corporal punishment, threats of violence, physical abuse or other forms of physical coercion, harassment, or intimidation. Suppliers' employment, wage and benefits practices should not be based upon grounds of 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. Additionally, AT&T expects suppliers to use their best efforts to achieve a diverse work force.

## **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, unless a supplier has specific written authorization from AT&T to do so.

## **Confidential Information and Privacy**

AT&T values and protects confidential information, including 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, and 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 disclosure of AT&T's confidential information is prohibited. This includes inadvertent disclosures, which means that suppliers must not have discussions involving AT&T's confidential information in public areas where discussions could be easily intercepted or overheard. Suppliers may use AT&T's confidential information solely for the purposes for which it is provided under the agreement or in compliance with the confidential/proprietary legend, and must not make independent use of AT&T's data.