



# Supplier Code of Conduct

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## Purpose and Scope

Boise Cascade Company and our affiliates (collectively, "Boise Cascade") believe that financial success is best achieved by making ethical and responsible business decisions. This Supplier Code of Conduct ("Code") clarifies the expectations we have of each of our suppliers, vendors, contractors, consultants, agents and any others who provide goods and services to Boise Cascade (as applicable, the "Supplier(s)").

## Principles of Conduct

Boise Cascade's Suppliers are expected to conduct business with integrity, honesty, and transparency, and not to compromise such values for convenience or economic gain. Our Suppliers play an integral role in allowing us to maintain our well-respected reputation, and as such, Suppliers should adhere to the following principles of conduct:

- 1. Laws and this Code.** Suppliers are expected (a) at a minimum, to abide by applicable government regulations and laws, and (b) to comply with the spirit of this Code. This Code supplements, but does not supersede, any contracts between Boise Cascade and the applicable Supplier.
- 2. Employment; Health and Safety.** Suppliers are expected to treat their employees fairly, in accordance with laws and industry standards, and to apply sound employment practices in all facets of the employment relationship, including those that pertain to wages, working hours, overtime, benefits, and employee rights. Boise Cascade expects Suppliers to ensure that no abusive and exploitive conditions, or unsafe working conditions, exist at the Supplier facilities. More specifically:
  - A. Working Conditions.** Suppliers are expected to provide safe working conditions, and to proactively manage health and safety risks so that occupational injuries and illnesses are prevented. Suppliers (i) should implement management systems and controls to identify and remediate potential safety hazards, and (ii) must provide access to emergency response facilities, essential fire safety equipment, emergency aid kits, potable drinking water, and adequate restrooms.
  - B. Equal Opportunity and Diversity.** Suppliers are expected to provide a diverse workplace, free from discrimination, harassment or any other form of abuse. As a Supplier, (i) your hiring decisions must be based on qualifications, skills, performance, and experience, (ii) your work environment needs to foster encouragement and respect among employees and business partners, regardless of culture or background, and (iii) all forms of harassment, including unwelcome verbal, visual, physical, or other conduct that creates an intimidating, threatening, offensive, or hostile work environment cannot be tolerated.
  - C. Labor.** Suppliers are expected to practice and encourage the enforcement of fundamental human rights, where employment decisions are based on free choice. Suppliers (i) should not condone, and should not be complacent with regard to, any form of forced or compulsory labor, (ii) should not use threats of violence or other forms of physical, sexual, psychological or verbal abuse as a method of discipline, control, or manipulation, (iii) should adhere to the minimum employment age limits defined by applicable law or regulation, and (iv) should never permit children to perform work that exposes them to physical, mental, or emotional harm.
  - D. Freedom of Association.** Suppliers are expected to respect the legal rights of employees to join or to refrain from joining worker organizations, including trade unions. Suppliers have the right to establish favorable employment conditions and to maintain effective employee communication programs as a means of promoting positive employee relations that make employees view third-party representation as unnecessary.
- 3. Quality.** Suppliers are expected (a) to commit to manufacturing processes and testing protocols that promote quality and safety, and (b) to notify Boise Cascade of issues that negatively impact the quality of the product or service being delivered, or that might harm the public perception of Boise Cascade.
- 4. Environment.** Suppliers are expected (a) to comply with all applicable environmental laws and regulations, (b) to conduct their business with concern for the environment, (c) to be cognoscente of environmental impacts, (d) to identify opportunities for conservation of natural resources, and (e) to reduce pollution and landfill waste.

Boise Cascade considers environmental responsibility an integral component of delivering structural solutions that increase community value; and for that reason, Boise Cascade chooses to do business with Suppliers that share a commitment to preserving our environment.

5. **Conflict Minerals.** Boise Cascade is committed to sourcing products from Suppliers that share our values regarding ethical business practices and environmental responsibility. Suppliers are expected (a) to ensure that products supplied to Boise Cascade do not contain metals derived from “conflict minerals” – tin, tantalum, tungsten and gold, or their derivatives – that directly or indirectly finance or benefit armed groups in the Democratic Republic of the Congo (or any adjoining country), and (b) to support the commitments set forth in Boise Cascade’s *Conflict Minerals Policy* (available at <https://www.bc.com/resources/conflict-minerals-policy/>).
6. **Fair Dealing.** Suppliers are expected to compete fairly for Boise Cascade's business. More specifically:
  - A. **Competition.** Suppliers (i) cannot attempt to improperly influence business decisions, directly or indirectly, by offering or providing anything of value, including cash, bribes, gifts, entertainment or kickbacks, to any Boise Cascade employee, representative or customer, or to any government official in connection with any transaction involving Boise Cascade, (ii) cannot share or exchange any price, cost or other competitive information with third parties, and (iii) cannot otherwise undertake any collusive conduct with any third party with respect to any proposed or pending business transaction involving Boise Cascade.
  - B. **Conflicts of Interest.** Suppliers (i) cannot obtain, or attempt to obtain, a personal benefit or business advantage through improper or illegal means, and (ii) cannot obtain, or attempt to obtain, an unfair business advantage for any third parties (including family members and others with a personal relationship).
  - C. **Intellectual Property.** Suppliers are expected to respect the intellectual property rights of Boise Cascade (i) by only using Boise Cascade information (including but not limited to tools, drawings and specifications) for the purpose for which they are provided to Supplier, (ii) by taking appropriate steps to safeguard and maintain the confidentiality of Boise Cascade’s proprietary information, and not disclosing it to third parties without the written consent of Boise Cascade, (iii) by not infringing upon, or knowingly permitting others to infringe upon, any Boise Cascade patents, trademarks, or copyrights, and (iv) by immediately terminating access to any Boise Cascade software systems for any Supplier personnel whose position is discontinued.
7. **Boise Cascade Facilities.** While working at a Boise Cascade facility, Suppliers are expected (a) to be solely responsible for the quality, performance, behavior, supervision and protection of their personnel, (b) to not engage in any work for or on behalf of Boise Cascade while impaired by alcohol or other substances, (c) to not possess illegal drugs or controlled substances (except for legally obtained medications used as directed by a licensed medical practitioner), and (d) to be aware of and comply with Boise Cascade’s safety rules (including use of personal protective equipment) and emergency plans and response procedures. Boise Cascade retains the absolute right, in its discretion, to remove any individual from a Boise Cascade facility for any reason.
8. **Accurate Financial Records.** Suppliers are expected to keep accurate records of all matters related to the Supplier’s business with Boise Cascade. This includes the proper recording of all expenses and payments. If Boise Cascade is being charged for a Supplier employee’s time, time records must be complete and accurate. Suppliers should not delay sending an invoice or otherwise enable the shifting of an expense to a different accounting period.
9. **Commitment.** Suppliers are expected to value their business relationship with Boise Cascade, and to understand that future business with Boise Cascade necessarily depends on a commitment to this Code. As such, Suppliers should, if asked, be able to verify compliance with this Code. If a Supplier is not in compliance with this Code, Boise Cascade may terminate any pending purchase order or contract with that Supplier, without liability to Boise Cascade.
10. **Report Violations.** Suppliers are expected to promptly inform Boise Cascade of any suspected violation of this Code, or any other integrity concern that involves or affects Boise Cascade, whether or not the concern involves that Supplier. All reports are treated as confidential, and you may remain anonymous where permitted by law. Suppliers can report any such concerns by:
  - calling the “CARE Line” at 1-800-367-4611 (available on a 24/7 basis); or
  - visiting the web link at [www.BCCareline.com](http://www.BCCareline.com).