



VENDOR CODE OF CONDUCT POLICY

**Proto Labs, Inc.
Proprietary and Confidential**

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Introduction / Overview

The Proto Labs, Inc. (Protolabs) Vendor Code of Conduct (VCC) outlines the expectations of how its vendors conduct business. For purposes of the VCC, a vendor is defined as an external third-party that Protolabs has entered into a business or contractual relationship to provide business goods, services, functions or activities. All vendors are expected to act in accordance with the VCC, including aligning guidelines, policies and practices, and communicating and enforcing the VCC provisions globally throughout their organization and across their supply chain, including subcontractors.

Vendor Code of Conduct

1. Ethical Business Practices

Protolabs is committed to conducting our business in accordance with the highest ethical standards and in compliance with all applicable laws, rules and regulations. Protolabs expect our vendors to share our principles and uphold our standards and for each to develop policies and programs as appropriate to ensure that all workers understand and adhere to these standards.

1.a. Anti-Bribery

Protolabs does not tolerate corruption or bribery in any form and expect our vendors to fully comply with requirements of all relevant laws and regulations in all locations in which they operate. Vendors will not directly or indirectly give, offer, or accept anything of value to obtain or retain business or favored treatment, to influence actions or to obtain an improper advantage for Protolabs, itself, or any third party. This includes any benefit, fee, commission, dividend, gift, cash, gratuity, services, consideration or any inducements of any kind to any Protolabs representatives, officers, agents or employees of Protolabs. Furthermore, vendors will ensure the same of any affiliates, retained agents, subcontractors, intermediaries or workers. This prohibition extends not only to public officials, candidates for office, and workers of state-owned enterprises, but also to workers or officers of counterparties, clients/customers, suppliers, any agent of the aforementioned parties, or any other person with whom the company does or anticipates doing business.

1.b. Privacy and Data Protection

Protolabs expect our vendors to protect confidential information. Vendors must adopt and maintain processes to provide reasonable protections for personal, proprietary and confidential information, including information that they access, receive or process on behalf of Protolabs. Vendors will immediately notify Protolabs of any known or suspected data security breaches and will work with Protolabs and, if applicable, law enforcement to contain the breach and determine a root cause. Vendors should recognize that unauthorized use or disclosure of such information may have personal, legal, reputational and financial consequences for the vendor, individuals whose personal information may be implicated, and for Protolabs. In addition, vendors must comply with all applicable privacy / data protection and information security laws and regulations.

1.c. Grievance Mechanism

Protolabs expect our vendors to have a process through which workers can raise workplace concerns without fear of retaliation. This grievance mechanism should be transparent and understandable to workers, and should ensure the protection of whistleblowers.

1.d. Responsible Sourcing of Minerals

Vendors that supply products that include minerals sourced from conflict-affected and high-risk areas (including, but not limited to, cobalt, tantalum, tin, tungsten or gold) must ensure that the sourcing of these minerals does not knowingly contribute, directly or indirectly, to armed conflict, including terrorist financing or human rights violations. Protolabs expect the sourcing of these minerals to be in a manner consistent with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas.

1.e. Anti-tax evasion and anti-facilitation of tax evasion

Protolabs will not tolerate unlawful tax evasion or the facilitation of unlawful tax evasion. Vendors must not directly or indirectly engage in, or facilitate the engagement by others in, the deliberate and fraudulent diversion of funds from a tax authority. Protolabs also expect vendors to ensure the same of their agents, subcontractors, intermediaries and workers by adopting, maintaining and implementing reasonable processes that prevent such conduct.

2. Labor and Human Rights

Protolabs recognizes its responsibility to protect human rights and is committed to developing an organizational culture which implements a policy of support for internationally recognized human rights and labor standards. Protolabs support the principles contained within the United Nations Declaration of Human Rights and the International Labor Organization's (ILO) Core Conventions on Labor Standards. Protolabs expect our vendors to have similar policies and practices that apply to all workers, suppliers, and their supply chains, including migrant and temporary workers.

2.a. Wages and Benefits

Vendors should provide wages and benefits that meet or exceed the requirements of local law. At a minimum, vendors should pay workers regularly and timely, the legal minimum wage, the prevailing industry wage, or the wage negotiated in an applicable collective agreement, whichever is higher. All other types of legally mandated benefits must be provided as required by law, including, as applicable, paid leave, pension, statutory insurance, health benefits, maternity leave, parental leave, family care leave, and child care benefits. All overtime work must be performed and compensated in accordance with the law and the individual's employment contract or other applicable contract or collective agreement.

2.b. Working Hours

Workers should not be required to work in excess of the relevant legal limits on working hours, overtime hours and number of working days per week. Workers shall be granted and correctly compensated for any types of paid leave or time off to which they are legally entitled under applicable law, which may include, for example, holidays, maternity/parental leave, family care leave and sick leave.

2.c. Slavery, Forced Labor and Human Trafficking

Protolabs does not tolerate slavery, forced labor, or human trafficking in any form and Protolabs will not knowingly work with vendors who engage in these practices or permit their subcontractors to engage in these practices. Protolabs expect our vendors to fully comply with requirements of applicable slavery, forced labor and human trafficking laws, including without limitation to the UK Modern Slavery Act 2015.

All work must be performed under and in accordance with contracts that have been entered into voluntarily. Vendors must not use involuntary labor of any kind, including prison labor, debt bondage, or forced labor by governments. Vendors must not engage in practices associated with forced labor. These practices, identified by the International Labour Organization (ILO), include withholding of wages, retention of identity documents, and restriction of movement. Vendors should put into place measures that ensure workers are not exploited by third party labor providers, such as recruiters or agencies. Such measures include: caps on or elimination of recruitment fees; provision of contracts to all workers in their native language or other language which they are able to understand; elimination of deposits paid by workers to vendors or recruiters to secure jobs.

Additionally, vendors must not engage in or support human trafficking and are encouraged to implement due diligence measures to ensure that no human trafficking exists within their extended supply chains.

2.d. Child Labor

Vendors must not employ child labor, and should take the necessary preventive measures to ensure that it does not employ anyone under the applicable legal minimum age of employment. Such measures include age verification systems, training for managers, and communicating with subcontractors and suppliers on child labor issues. Protolabs fully supports and abides by ILO Conventions 138 and 182, and the UN Convention on the Rights of the Child. The term “child” refers to any person under the age of 15 (or 14 where the law of the country permits), or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is higher. When employing workers over the age of 15 (or 14 where the law of the country permits) and under the age of 18, vendors must ensure that such employment is in accordance with the relevant law and must provide adequate protection against any conditions that may be hazardous to the health and safety of young workers.

2.e. Freedom of Association

Protolabs expect vendors to respect workers’ rights to freedom of association by meeting or exceeding the relevant requirements of local law.

2.f. Respect, Inclusion and Non-discrimination

Workers should be treated with respect and dignity at all times. Protolabs require vendors to comply with all applicable laws regarding discrimination in hiring and employment practices.

Protolabs expect vendors to maintain a workplace free of discrimination, harassment, victimization, and any other form of inappropriate behavior or abuse on any grounds including but not limited to age, disability, ethnic or social origin, gender, gender identity, nationality, race, sexual orientation, marital status, parental status, pregnancy, political convictions, religious beliefs, union affiliation, or veteran status. Vendors are expected to maintain an environment free of harassment, violence and abuse (physical or verbal) at all times.

2.g. Safe and Healthy Work Environment

Vendors must provide a safe and healthy working environment that minimizes health and safety risks and supports accident prevention and ensures the health and safety of all personnel and all others affected by their activities. Vendors are required to, and shall require their subcontractors to, comply with all applicable safety and health laws and regulations in the jurisdictions in which they operate, and to provide workers with access to appropriate personal protective equipment at no cost.

2.h. Sanitation, Food, and Housing

The vendor's workers must be provided with ready access to clean toilet facilities and potable water. If the vendor provides worker accommodation, it is to be maintained in a clean and safe manner, and provide appropriate emergency egress, fire safety measures, hot water for bathing and showering, adequate heat and ventilation, and reasonable entry and exit privileges.

3. Vendor Diversity and Inclusion

Protolabs believes that diversity is a social and economic imperative and looks to our vendors to share this commitment in their operations and within their supply chain. Vendors are expected to take proactive steps to provide opportunities for diverse supplier groups, including but not limited to minority-owned and woman-owned businesses, that can furnish the services and commodities we need for our business.

As defined by the Federal Government Small Business Act 15 U.S.C. §§631a. et seq., and implementing regulations including 13 C.F.R. Parts 121 and 124, a minority supplier is a business enterprise that is 51% or more owned and controlled by minority group members, including but not limited to, Women, African-Americans, Asia-Pacific Americans, Hispanic Americans, and Native Americans, e.g., Aleuts, Eskimos, Indians.

4. Environmental Standards

Protection of the environment is a key aspect of how Protolabs operates our business and encourage our vendors to adhere to similar environmental efforts. Vendors will comply with all applicable environmental laws and regulations, as well as expected to operate in an environmentally responsible manner and strive, as far as practical, to manage and minimize negative environmental impact including use of energy, greenhouse gas emissions, water, biodiversity, waste, hazardous materials and other natural resources. Vendors will continually evaluate the need for an environmental management system detailing the process of managing their environmental impacts and implement as appropriate.

5. Management Systems and Governance

The VCC sets forth our expectations for current and future vendors. Protolabs expect all new and existing vendors to meet our minimum expectations and to aspire to make continuous improvements to their businesses as noted herein across ethical, human and labor rights, vendor diversity and inclusion and environmental areas. Any facts or circumstances which are likely to lead to your inability to meet the requirements and expectations of the VCC should be reported immediately to your Protolabs relationship manager.



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Protolabs expect our vendors to join us in our commitment to transparency and disclosure. If requested, vendors are expected to provide details and data about their performance on the topics included in the VCC to the firm or to other entities.

If a vendor is found to be in violation of the requirements of the VCC, Protolabs will expect that vendor to inform us immediately or as soon as is practicable and remedy any such violation in a timely and sensitive manner. Failure by a vendor to do so may lead to review or termination of our relationship.