



2023 Vendor Code of Ethics

V1.0 November 2023

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VENDORS CODE OF ETHICS

Organization	Vivant Corporation (VVT) Vivant Energy Corporation (VEC) Vivant Infracore Holdings, Inc. Vivant Foundation, Inc. CORenergy, Inc. (collectively “One Vivant”)	Document No.	2023-02
Department	VVT Administration VEC Supply Chain Management	Division	Corporate and Shared Services

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References

- Policies- ADMIN OP # 2023-1
- Evaluation and Accreditation of suppliers for Non-Technical Materials
- Policy- CORPORATE AND SHARED POLICY #1
- Vendor Enrollment and Management

I. Note to Vendors/Suppliers

To Our Valued Vendor-Partners:

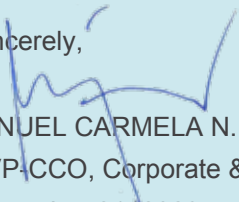
Our commitment at OneVivant is to conduct our business with integrity, mutual respect, and excellence.

To this end, this Vendor Code of Ethics (Code) contains our expectations and the minimum standards for the way we expect to work with our Vendors and one of the ways we put into practice the values we hold dear. Since it is not possible to predict and describe every situation, we trust that you will embrace both the letter and spirit of this Code.

We wish to emphasize as well that we value the contributions our Vendors make to OneVivant's success and seek to maintain a mutually beneficial relationship – and so, while we acknowledge that our Vendors operate as independent entities, we believe in the importance of adhering to laws, regulations, and ethical business practices down the line. As our Vendor-partners, your actions and how you conduct your business may have significant impact on our brand and reputation, assets which we proactively strive to protect.

Lastly, we remind our Vendors that this Code does not replace or limit any other legal or contractual obligations that you may have to OneVivant. The expectations set out in this Code are in addition to and not in lieu of any obligations set out in your contractual arrangements with us. If you have questions or concerns about this Code or your business relationship with us, please raise them with your primary business contact within OneVivant or the contact/s listed in Schedule A for specific concerns.

Sincerely,



MINJEL CARMELA N. FRANCO
EVP-CCO, Corporate & Shared Services
December 21, 2023



II. INTRODUCTION | SCOPE | APPLICABILITY

OneVivant committed to the principles and values of **honor**, **relationship**, and **excellence** - principles that guide us in and are the basis of the way we do business. To this end, this Vendors Code of Ethics ("**Code**"):

- Outlines the minimum standards we expect our Suppliers and Service Providers (collectively "Vendors") to comply with. Vendors refer to any individual or organization, engaged by OneVivant to provide goods, services, or both.
- Reaffirms our expectations that you, as Vendor, shall have in place, management systems to ensure the protection of your employees and suppliers, as well as the communities, and the environment you operate in. We fully expect that adherence to this Code extends not only to your operations or facilities but also to your employees, agents, subcontractors, other representatives, and any downstream or upstream suppliers.
- Informs our Vendors that this Code is part of our compliance and governance program and constitutes our commitment to and is used as an important tool for our internal controls and structure. Therefore, compliance with this Code is a condition to either start or maintain a business relationship with OneVivant. A violation, which includes failure to report potential violations, will be regarded as a serious offense and may result in penalties (including termination of business relationships).

We reserve the right to interpret any ambiguities to this Code or its application, at our sole discretion. When questions or concerns arise, please seek guidance and advice from OneVivant's via the contact details listed in Schedule A.

II.1 POLICY STATEMENT

OneVivant appreciates the ongoing efforts of our Vendors to maintain the highest ethical standards in its dealings with the Company. This document serves to guide our Vendors with practical explanations on how you will be assessed for each standard. Since this Code is the foundation of our business relationship, Vendors are expected to implement this Code and submit to verification and monitoring as requested, in accordance with its contractual agreements with OneVivant. We may update this Code from time to time to reflect current market practices and changes to our own policies. Where there is a conflict between this Code and the Vendor's contract, the terms and conditions of the contract shall prevail as to the conflict.

Vendors commit to:

II.1.A BUSINESS ETHICS

OneVivant expects its Vendors to operate with integrity, ethically, and in compliance with fair dealing practices in their respective industries.

B.E. 1 Ethical Dealings

B.E.1a. Competition and Fair Dealing

Our Vendor selection criteria promote a fair and competitive process. All Vendors must deal fairly with the Company and may not take advantage of its personal or business relationship through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any unfair or illegal dealing practice. There will be no preferential treatment of Vendors nor shall you, as our Vendor, use preferential treatment on our employees, officers, and directors.

B.E.1b Non-Disparagement

During and after your engagement with the Company, you agree not to directly or indirectly issue or release any public statement, or statement likely to become public, that maligns, denigrates or disparages OneVivant or its directors, executives, employees or clients. Statements which are truthful responses to legal processes or governmental inquiries (with prior notice to OneVivant) and those made in private to the Company's executives, directors or employees do not fall under this standard.

B.E.1c Non-Solicitation

OneVivant expects our Vendors to be respectful of our organizational structure and business relationships. Specific actions regarding non-solicitation of employees may be specified in your contract.

B.E. 2 Conflicts of Interest

OneVivant recognizes that conflicts of interest may arise or be present in personal or even business relationships and these could lead to, including but not limited to: (1) bribes, kickbacks, (2) improper use of information, or (3) competing with any of OneVivant's lines of business. We rely on your commitment to exercise sound judgment in the determination of its presence or absence. If you become aware of a potential, perceived, or actual conflict of interest, you commit to promptly refer the matter to the concerned department (see Schedule A). Further, if any of the following circumstances exist, you must immediately inform the Company:

- You have a family member working at the Company or its wholly owned subsidiaries.
- You, or anyone in your household, or any relative within the fourth degree of consanguinity or affinity, is either a relative of, or in a close relationship with, a member of the Company's Board of Directors or officers.
- You or anyone in your household, or any relative within the fourth degree of consanguinity or affinity, owns or has a direct or indirect interest in a company, subcontractor or agent that provides goods or services to the Company.

Therefore, as Vendor, you must strive to avoid any conflict of interest or the appearance thereof.

B.E.2a. Gifts and Other Things of Value

Within certain specific exceptions (e.g. nominal gifts, promotional items or minimal courtesies/services that are unsolicited, lawful and infrequent, and not exceeding Php5,000.00), Vendors should never offer or provide, directly or indirectly, gifts, services, loans or other things of value including, but not limited to, cash, money, bribes and kickbacks, to OneVivant's directors, officers, employees, suppliers, business partners or clients. This standard applies to Vendors offering or providing a consulting, employment or similar position to a Company employee, or to our employee's family member or significant other. Furthermore, accepting gifts, favors, travel and entertainment from Vendors may create a conflict of interest with the Vendor's obligations to OneVivant, as well as constitute a violation of law. If you are unsure whether a particular gift or service is permissible, please contact the concerned department (see Schedule A).

B.E.2b. Corporate Opportunities

From time to time, as Vendor, you may have access to property (tangible or intangible, which may include information, data, and the like) or products, trade secrets, among others that may represent a corporate or business opportunity to OneVivant (i.e. information that is in line with OneVivant's business that would have been used by OneVivant to secure opportunities for itself or that would have provided OneVivant with a more equitable opportunity). Vendors are enjoined not to compete, solicit or secure for

themselves, corporate or business opportunities which divert from or undercut OneVivant's corporate or business opportunities. In circumstances that may give rise to this situation, you must obtain the prior approval of the concerned department (see Schedule A) before pursuing said corporate or business opportunity for yourself. As Vendor you are expected to comply with the following standards:

- Advance OneVivant's business interests
- Refrain from taking for yourself or directing to a third party a corporate or business opportunity discovered through the use of Company property, information, or relationship.
- Abstain from using OneVivant's property or your position as Vendor to compete with the Company, for your own gain.

B.E. 3 Investor Relations

B.E. 3a. Accuracy of Information and Reporting

Accuracy of information, reporting, and analysis are critical to OneVivant's business operations. Vendors are responsible for the integrity of records or documents within, under, and those likely to be in their possession or control. Reports are expected to be reliable and adhere to relevant laws, rules, and regulations. When creating or sending business documents (including emails and messages through messaging platforms) that will be retained by OneVivant, its clients, or any third party, Vendors must ensure to observe the highest degree of business professionalism, including as to content and language taking into account that such documents may form part of audit or external validation or that any party may rely on the same in the future.

B.E. 3b. Media

OneVivant prides itself with having built and maintained goodwill capital within the communities it serves and in which it operates. It considers its reputation as one of the key success factors in its business dealings. To ensure that this remains uncompromised, all inquiries (written, electronic, verbal, whether formally or informally relayed) to you as Vendor, as far as it relates to OneVivant, including the status or nature of your relationship with the Company, must be referred to the concerned department (see Schedule A).

Only officially designated spokespersons are authorized to speak for or release materials on behalf of OneVivant. Vendors are not authorized to make any statements, publish material, or make any public appearances for and on behalf of OneVivant, without the Company's prior written approval from the concerned department (see Schedule A).

This Code extends to the use of social media in reference to OneVivant. As our Vendor, you must comply with our standards on confidentiality, non-disparagement, privacy, and other guidelines contained in this Code as well as relevant laws. For security and privacy reasons, you must not publish photos of OneVivant's offices or facilities, or of our employees, without our express consent.

B.E.3c. Insider Trading

You may, from time to time, be privy to or have access to non-public material information that are sensitive, private, or confidential. Said information remains OneVivant's property and you commit not to use it, directly or indirectly, in any trading activities. The prohibition extends to family, friends, and others who might be in a position to make investment decisions based on non-public, material information.

Material information is any information that could substantially impact an investor's decision to buy or sell a security. Non-public information is information not legally

available to the public. Any inappropriate use or disclosure of inside information may likely expose you, the Company, and any person who communicates such inside information to severe civil and criminal penalties.

B.E 4 Handling and Use of Data

B.E.4a. Confidentiality

While engaged by OneVivant, any information shared with you is of a confidential or proprietary nature. These information may relate to the Company, its employees, customers, business partners and suppliers. We expect that as our Vendor, you shall adequately handle such information with the degree of care and diligence as required by relevant laws and by your engagement with OneVivant.

Our confidential and proprietary information include: among other things: (1) internal business practices and records, (2) network, electronic, and media software and hardware, (3) intellectual property, (4) information concerning clients, suppliers, and pricing, (5) business development and sales information, (6) clients financial information, and (7) information about the Company's agreements and business relationships. This information is considered confidential regardless of the media in which it exists (electronic or paper form) or how it is stored, accessed or transmitted (electronic, physical or oral).

All confidential information belonging to OneVivant must be retained in strictest confidence and not be disclosed to a third party, other than those employees or Vendors having a "need to know", and such recipients must certify to maintain the confidentiality of the information. Unauthorized disclosure of, or access to, confidential information may result in termination of a contract and/or in civil and criminal penalties. Vendors will be required to sign a non-disclosure and confidentiality agreement prior to the exchange of confidential information.

B.E.4b. Security

While the extent of your obligations will depend on the nature of the information that you will have knowledge of or access to, you commit to maintain effective physical, technical and administrative controls to ensure the privacy and security of any data handled by you. For information that is of highly confidential or sensitive nature, you may be subject to contractual obligations that will require you to have in place higher security processes which the Company may request access to as needed for verification purposes.

B.E.4c. Privacy

As our Vendor, we fully expect that you will have in place, policies and procedures to: (1) Adequately protect the privacy and integrity of any and all information that you have may be given access to; (2) Enforce confidentiality agreements and obligations; (3) Monitor the reporting and investigating processes for breaches or potential violations; (4) Restrict marketing of information; (5) and such other protective measures to secure privacy of information

B.E.4d. Disposal

Vendors are expected to follow relevant procedures for the return or destruction of information, data, or records you have upon the termination or end of your engagement with OneVivant. Specific processes for disposition may be contained in your contract.

WHAT TO DO IN CASE OF BREACH

Vendors are expected to review their contracts and adhere to the provisions on proper handling and use of data or information. Your commitments mirror our commitments to our clients and external partners. Any fraudulent, inappropriate, or negligent use of OneVivant's information is sufficient justification to terminate business relationships.

In the event of a suspected breach or violation of these guidelines, you commit to immediately notify OneVivant through the Company's Data Protection Officer (DPO). Except as may be strictly required by applicable law, you agree that you will not inform any third party of any such breach without OneVivant's prior written consent. However, if such disclosure is required by applicable law, you agree to cooperate with the Company regarding the content of such disclosure in order to minimize any potential adverse impact upon OneVivant, its business and its clients.

The notification to OneVivant should include: (1) the subject information breached, (2) individuals affected by the breach, (3) steps being taken to investigate the breach, (4) date of the breach and (5) date of discovery of the breach. You can send your notification via email to the concerned department (see Schedule A).

B.E. 5 Disclosures

It is OneVivant's policy to make full, fair, accurate, timely and understandable disclosure of its financial affairs in compliance with all applicable laws and regulations in all reports and documents that the Company files with, or submits to, the Securities and Exchange Commission and the Philippine Stock Exchange, and in all other public communications made by the Company. Vendors are expected to promptly report to the concerned department (see Schedule A) any material information of which you become aware of that affects the disclosures made or should be made by the Company.

II.2 LAWS AND REGULATIONS

Vendors shall comply with all applicable laws and regulations in all locations in which you operate, including where the goods or services are delivered or rendered to OneVivant.

L.R.1 Labor Standards

L.R.1a. Fair Employment Standards and Practices

Our employees' well-being is fundamental in our operations and we treat our employees with dignity and respect. Physical abuse, the threat of physical abuse, sexual or other harassment, verbal abuse or any other form of intimidation are absolutely prohibited. We continuously improve our business practices to promote fair employment and non-discrimination standards and practices as well implement affirmative action programs. OneVivant fully expects our Vendors to do the same. Further, we will not tolerate any form of retaliation against employees who report the same to OneVivant.

L.R.1b. Involuntary and Child Labor

The Company has zero tolerance for any form of modern slavery, forced labor, human trafficking, and is compliant with the minimum age requirement prescribed by law. We ensure our operations are free from these unfair and illegal practices. We are committed to promoting, throughout our business partners and supply chain, the same standards and principles.

L.R.1c. Wages, Benefits, and Working Hours

OneVivant offers a competitive compensation structure within the industries in which it operates and as compared with the various local labor markets. Our commitment is to ensure full compliance with applicable wage, hours, and benefit laws. We fully expect our Vendors to take

all necessary steps to ensure their employees are fairly and timely compensated, with legally mandated benefits provided for, and that their work is carried out under safe and healthy conditions.

L.R.1d. Diversity, Equality, and Inclusion

At OneVivant, diversity, equality, and inclusion are embedded into our human resources policies and reflected in our culture. Our Company values and respects diversity and expects our workplace to be a reflection of this. Accordingly, we do not tolerate any form of discrimination, harassment or intimidation towards those working at OneVivant, or against any colleague, applicant, client, vendor, service provider or visitor, based on a person's race, color, religion, gender, gender identity, sexual orientation, age, national origin, political affiliation or beliefs, social status, marital status, disability, genetic information, or as a victim of domestic violence, or any other classification protected by law. We look to our Vendors to also maintain zero tolerance policies against discrimination and harassment.

L.R.2 Health and Safety

L.R.2a. Occupational Work Environment

We are committed to improving the well-being, health, and safety of our employees, clients, contractors, and Vendors through appropriate conditions for a suitable work environment. We expect our Vendors to take adequate steps and ensure that relevant occupational health and safety work practices are present in all their activities. Vendors must report all injuries, incidents and actual or potential safety, health or environmental hazards involving work on OneVivant's premises to the concerned department (see Schedule A).

L.R.2b. Sanitation, Fire, and Water

We prioritize the health and safety of our internal and external stakeholders. It is crucial for us to maintain a safe and healthy working environment, and we expect our Vendors to uphold the same principles. Thus, we will assess your compliance with the following guidelines.

1. **Sanitation:** All Vendors must maintain cleanliness in their working areas, production facilities, and storage locations. Regular cleaning and proper waste management are essential to prevent contamination and uphold high hygiene standards.
2. **Fire:** All Vendors are required to ensure that their premises adhere to all local fire safety regulations. This includes maintaining adequate emergency exits and clear evacuation routes.
3. **Water:** Access to clean and safe water is essential for the health and well-being of everyone involved in operations. We require Vendors to provide reliable access to clean water for drinking, handwashing, and general use.

L.R.2c. Emergency Preparedness

As a valued Vendor, we understand the critical role you play in ensuring the smooth operation of our business, especially during unforeseen emergencies. With this in mind, we request that all our Vendors adhere to the following emergency preparedness protocols:

1. **Emergency Response Plan:** Develop and maintain an updated emergency response plan to effectively address various types of emergencies that may arise within your organization.
2. **Communication Channels:** Establish reliable communication channels to promptly relay important information to us during emergencies, such as a designated emergency hotline or email address.
3. **Business Continuity Planning:** Implement strategies to minimize disruption to your operations and maintain essential services during critical situations.
4. **Compliance with Regulations:** Adhere to all relevant laws, regulations, and industry standards regarding emergency preparedness, obtaining necessary licenses and permits.

L.R.3 Environmental Responsibility

Business longevity and sustainability form part of our short and long-term strategies. To this end, our commitment extends to protecting the environment. This includes the advancement of business lines that promote improvement of the environment, such as renewable energy alternatives, and incorporating environmental consciousness into our business practices (such as zero paper policy, waste segregation, recycling, energy, water and fuel conservation, no to single use plastic and carbon footprint emission). We encourage our Vendors to share our commitment to environmentally responsible business practices and to operate in a manner that strives to minimize environmental impact and in compliance with relevant laws.

L.R.4 Social Responsibility

As part of our corporate culture of social responsibility, we encourage our Vendors to actively participate in organizations or activities that promote or uplift the well-being of the communities where we are present. Philanthropic initiatives such as volunteer activities, social, and scholarship programs are the norm within OneVivant. We recognize that your actions as our Vendors can also impact the trust our communities have on OneVivant, therefore, we expect that you conduct your operations in a socially responsible and ethical manner.

III. COMPLIANCE WITH THE CODE

OneVivant appreciates our Vendors' current efforts to maintain business and ethical standards in your respective business interactions with the Company. We believe your compliance with this Code will enable both our organizations' success in the long term as it likewise enables us to uphold the standards by which OneVivant is measured against by both the business community and regulators alike. It is critical to our operations that our Vendors do not engage in unfair, deceptive, or abusive practices that could negatively impact our brand, goodwill, reputation, and business.

III.1 Vendor Selection Process

At OneVivant, we strive to maintain a high level of integrity and accountability in all aspects of our operations. As part of this commitment, we implement a Vendor selection process that ensures that the highest standards are met. In order to maintain consistency and fairness, it is important that all Vendors comply with the guidelines established for accreditation and evaluation process.

1. Vendor/ Supplier Accreditation:

- Our accreditation process ensures that only qualified Vendors are selected to supply us with the required goods and services.
- Accreditation is based on the following standards:
 - a) Quality of product or service: We expect Vendors to provide high-quality products and services that meet our company's standards.
 - b) Technical competence: Vendors must demonstrate their technical expertise and capabilities in order to effectively meet our requirements.
 - c) Vendors: We seek Vendors who offer competitive pricing options, ensuring that we receive fair value for our investments.
 - d) Vendors: Vendors should be able to provide timely delivery of goods and services, allowing us to operate efficiently and effectively.
 - e) Vendors: We value exceptional customer service and expect suppliers to demonstrate a commitment to meeting our needs.

2. Vendor/ Supplier Evaluation:

- OneVivant conducts performance evaluations as needed, and in all cases no less than every two (2) years, to monitor and assess your performance.

- Vendors/Supplier performance is evaluated based on the following criteria:
 - a) Price: We expect Vendors to maintain competitiveness in their pricing, offering fair pricing or low-profit margins. Additionally, we value Vendors who provide cost reduction options.
 - b) Quality: Vendors must consistently provide products and services that meet our company's quality requirements. We expect a low percentage of defective or rejected products.
 - c) Delivery: It is crucial that Vendors deliver the correct quantity of goods at the right time. We also appreciate flexibility in accommodating changes to schedules and proactive communication regarding any progress or problems.
 - d) Service: We value Vendors who go above and beyond by providing value-added services. Timely response and resolution to any issue that may arise is essential. Furthermore, we appreciate Vendors who are willing to share relevant information to enhance our business relationship.

III.2 Vendor Self-Monitoring

We reserve the right to verify your compliance with this Code. More importantly, we trust that you already have in place the appropriate management systems and personnel to monitor your capability to comply with the commitments required in this Code and to report the same to the Company. Reports of violations or breaches or any information which is relevant to the Company should be addressed to the concerned department (see Schedule A).

III.3 Corrective Measures and Enforcement

If as a result of a report or our verification processes, we confirm that there has been or will be a violation of this Code, we shall promptly inform you and you commit to take such corrective measures as may be reasonably available to you. Should such corrective measures not be forthcoming or upon failure to adequately address a violation of this Code, the Company may enforce such rights as it has reserved herein, those that are in relevant contracts, and as may be available in law and equity, including but not limited to:

- Vendor account sanctions such as blacklisting or barring engagement for certain period of time
- Permanent embargo from doing business with OneVivant

OneVivant further reserves right to:

- Reject any bid, proposals or quotations
- Terminate or render null and void any bidding process or contract that may already have been awarded as it deems proper
- Award a contract to a bidder having submitted the bid, proposal, or quotation representing the best value to the Company not necessarily the lowest bid
- To accept or reject any bid, proposal or quotation, or to cancel the process and reject all quotations, at any time prior to the award of contract, without thereby incurring any liability to the Vendors or any obligation to inform the Vendors of the grounds of such action

Schedule A: List of Contact Persons/Departments

Reference	Contact Details
B.E. 2 Conflicts of Interest	legal.tickets@vivant.com.ph
B.E. 2a. Gifts and Other Things of Value	jedailyn.trinidad@vivant.com.ph benrose.genares@vivat.com.ph
B.E. 2b. Corporate Opportunities	liberty.pinili@vivant.com.ph; betty.ranis@vivant.con.ph; ray.faelnar@vivant.com.ph hermin.canete@vivant.com.ph yvan.dinoy@vivant.com.ph
B.E. 3b. Media	liberty.pinili@vivant.com.ph
B.E. 4 Handling and Use of Date	legal.tickets@vivant.com.ph francis.porio@vivant.com.ph
B.E. 5 Disclosures	legal.tickets@vivant.com.ph
L.R. 2a. Occupational Work Environment	legal.tickets@vivant.com.ph; ray.faelnar@vivant.com.ph
III.2 Vendor Self-Monitoring	jedailyn.trinidad@vivant.com.ph; benrose.genares@vivant.com.ph; legal.tickets@vivant.com.ph
All other queries as to this Code <ul style="list-style-type: none"> • For Vendors providing non-technical related goods and services • For Vendors providing technical related goods and services <ul style="list-style-type: none"> ◦ during development phase ◦ after development phase/operations 	jedailyn.trinidad@vivant.com.ph benrose.genares@vivant.com.ph



ACKNOWLEDGEMENT OF VENDOR'S CODE OF ETHICS

After a thorough review of the Vendor's Code of Ethics, the undersigned agrees to conform to, respect and uphold the values, principles and guidelines outlined with the said code.

VENDOR'S NAME

ADDRESS

CONTACT NUMBER

E-MAIL ADDRESS

AUTHORIZED SIGNATORY

POSITION IN COMPANY

SIGNATURE

Please return this accomplish slip to the company. This Acknowledgement is a prerequisite for a valid engagement with the Company.



2023 Vendor Code of Ethics

V1.0 November 2023

Cebu Office (Headquarters)

Level 9, Oakridge IT Center 3
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