

# VENDOR INFORMATION FORM



**BILFINGER**

## Corporate Address

Corporate address is typically the address of your headquarters and the one that is usually shown on the contract that is signed.

Company Name:	_____	Tax ID Number:	_____
(DBA Name):	_____	DUNS Number:	_____
Address 1:	_____	Contact Name:	_____
Address 2:	_____	Email Address:	_____
City:	_____	Phone:	_____
State:	_____	Zip Code + 4:	_____
Country:	_____	Fax:	_____
		Website:	_____

United States Residency: A current W-9 must be completed, signed and submitted along with this form.

International Vendor: A W-8 form must be completed, signed and submitted along with this form. If a W-8 is not applicable, Bilfinger Corporate Finance must be notified for withholding setup.

## Ordering Address

Same as Corporate Address

Ordering address is the address of the vendor location that will receive the Bilfinger PO and handle it. Can be the same as the corporate address. If more than one ordering address, please provide additional ordering addresses on a separate page.

Company Name:	_____	Tax ID Number:	_____
(DBA Name):	_____	DUNS Number:	_____
Address 1:	_____	Contact Name:	_____
Address 2:	_____	Email Address:	_____
City:	_____	Phone:	_____
State:	_____	Zip Code + 4:	_____
Country:	_____	Fax:	_____
		Website:	_____

## Remit-to Address

Same as Corporate Address

Same as Ordering Address

Remit-to address is the address of the vendor location (or outsourced processing company) that will receive the Bilfinger payment.

Company Name:	_____	Tax ID Number:	_____
(DBA Name):	_____	DUNS Number:	_____
Address 1:	_____	Contact Name:	_____
Address 2:	_____	Email Address:	_____
City:	_____	Phone:	_____
State:	_____	Zip Code + 4:	_____
Country:	_____	Fax:	_____
		Website:	_____

# VENDOR INFORMATION FORM



**BILFINGER**

## Business Enterprise Classification

- |  |  |
|--|--|
| <input type="checkbox"/> MBE (Minority Business Enterprise)            | <input type="checkbox"/> VOSB (Veteran Owned Small Business)             |
| <input type="checkbox"/> WBE (Women's Business Enterprise)             | <input type="checkbox"/> SDVOB (Service Disabled Veteran Owned Business) |
| <input type="checkbox"/> SDBE (Small Disadvantage Business Enterprise) | <input type="checkbox"/> LGBT  |
| <input type="checkbox"/> VOB (Veteran Owned Business)                  | <input type="checkbox"/> Not Applicable                                  |

## Payment Options (select one)

- Comdata ePayable Program (*preferred method of payment*)
- ACH / EFT (*please include voided check or bank account details on bank letterhead*)

Bank Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

- Check

## Acknowledgment

Unless otherwise agreed by Vendor and Bilfinger in a specific contract or purchase order, all payments to Vendor shall be made net 60 days from the date of delivery or completion of the services and after Bilfinger's receipt of an acceptable invoice, whichever occurs later.

\_\_\_\_\_ confirms that all information provided in this form is true and correct  
(Company Name)  
and acknowledges its acceptance of the payment method and payment terms indicated above.

Authorized Name and Title (printed): \_\_\_\_\_

Authorized Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Certificate of Liability Insurance:** If you plan to have a person deliver on site and/or perform services, you are required to submit a Certificate of Insurance (COI). Please request your liability insurance carrier add Bilfinger Entity as an additional insured and provide us with a certificate of insurance listing Bilfinger Entity as the certificate holder.

**Vendor Declaration:** Please sign and date. Bilfinger mandates that we have a written agreement with each vendor with whom we do business and kept on file in the Corporate Office.

# CODE OF CONDUCT FOR SUPPLIERS



**BILFINGER**

As part of our commitment to follow the principles contained in the Bilfinger Code of Conduct, we also expect our business partners to adhere to comparable standards in their conduct and also to promote them along their own supply chain. Our expectations are set out in this Supplier Declaration, which you hereby contractually undertake to comply with.

## Compliance with laws and observance of generally accepted standards

As a supplier to Bilfinger we will:

- Comply with applicable laws and regulations, including relevant anti-corruption regulations
- Act in accordance with generally accepted principles and standards regarding social and environmental responsibility and internationally recognised human rights, including existing laws to prevent modern slavery

## Combating bribery and corruption

As a supplier to Bilfinger we will:

- Not participate in any form of bribery or corruption and ensure that business decisions are not influenced by improper or illegal consideration, whether in the form of cash, gifts, travel or other items of value, including intangible benefits
- Do not give invitations, gifts or other items of value with the intention of influencing Bilfinger employees
- Inform Bilfinger of demands or pressure of any kind to offer bribes (any kind of advantage) directly or indirectly to public officials or other parties with the intention of exerting influence or gaining an unfair advantage

## Business books and records

As a supplier to Bilfinger we will:

- Maintain complete books of account and records that accurately document all business transactions and expenditures and are maintained in accordance with applicable laws and regulations

## Conflicts of interest

As a supplier to Bilfinger we will:

- Avoid situations in which our own interests conflict or could conflict with Bilfinger's business interests
- Inform Bilfinger immediately if we become aware of a conflict of interest; this also applies if an employee of Bilfinger has a financial interest in our company or is related to our company in any other way

## Protection of assets and information

As a supplier to Bilfinger we will:

- Help to protect Bilfinger's assets from theft, misappropriation or waste
- Take necessary measures to protect and keep confidential Bilfinger's confidential data and information accessible to us

## Antitrust law, economic and trade sanctions

As a supplier to Bilfinger we will:

- Not engage in activities that could demonstrably be construed as anti-competitive, abusive or unfair and comply with applicable antitrust and competition laws and regulations
- Comply with laws and regulations governing the export and import of goods, products and services, including those related to economic and trade sanctions

## Insider trading

As a supplier to Bilfinger we will:

- Avoid insider trading by not buying or selling securities of Bilfinger or any other company as long as we have inside information about Bilfinger that is not available to the investing public and that could influence an investor's decision to buy or sell securities

## Employees

As a supplier to Bilfinger we will:

- Provide safe workplaces that meet international labour standards
- Ensure fair working conditions and refrain from any form of unethical or illegal working conditions (e.g. harassment or physical violence, any form of slavery, servitude and forced or compulsory labour, including but not limited to child labour)
- Not discriminate against workers on the basis of origin, gender, sexual orientation, religion, ideology, disability or age
- Ensure the right to organise and bargain collectively and provide workers with written employment contracts in accordance with local legislation
- Ensure that wages, working hours, holidays and absences of employees and appointed external subcontractors are in accordance with applicable law and/or contracts
- Comply with all applicable data protection laws

## Environment and climate change

As a supplier to Bilfinger we will:

- Run our operations safely and minimise the environmental impact of our business activities
- Working in a resource efficient way
- Comply with applicable environmental laws and permits
- Identify direct and indirect GHG emissions and set ourselves targets for reduction
- Communicate calculated GHG emissions and targets, if required

# CODE OF CONDUCT FOR SUPPLIERS



**BILFINGER**

## Supply chain due diligence and standards towards our own suppliers

As a supplier to Bilfinger we will:

- Pay attention to those due diligence obligations that arise from national and international laws on supply chains
- In particular, ensure respect for human rights and fair working conditions along the supply chain
- Require our own suppliers and subcontractors to adhere to the principles set out in this supplier declaration
- Systematically incorporate this commitment into our business relationships with them and track this

## General public

As a supplier to Bilfinger we will:

- Respect local cultures and communities and strive to avoid and minimise negative impacts on them

## Material compliance and conflict minerals

As a supplier to Bilfinger we will:

- Ensure that goods and materials supplied to Bilfinger have not been obtained in an illegal or unethical manner
- Confirm the implementation of appropriate due diligence measures for the responsible sourcing of minerals to ensure compliance with relevant regulations
- Inform Bilfinger in the case of production, purchase or trade of regulated conflict minerals (tantalum, tin, tungsten, gold or other minerals or their derivatives deemed to finance conflict) from the Democratic Republic of Congo (DRC) or its neighbours and, upon Bilfinger's request, provide our due diligence measures and related results to exclude the possibility of Bilfinger being supplied with such minerals

Bilfinger reserves the right to request further self-declarations and certifications or to implement other appropriate measures in accordance with contractual agreements if concerns arise.

In cases of suspicion or if you yourself notice any inappropriate actions on the part of Bilfinger employees, please report this to the Bilfinger Reporting Line (see <http://www.bilfinger.com/en/about-us/sustainability/governance/>) or anonymously to the online reporting portal, which can be found under the same link.

With your signature, you confirm that you comply with the requirements of this Code of Conduct for Suppliers. If it is not possible for you to prove this by appropriate documents, you confirm your willingness to establish a documentation process on compliance with these requirements.

## Signature of the Code of Conduct by the supplier:

Name of the supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Name of the signatory: \_\_\_\_\_

Function of the signatory: \_\_\_\_\_

Place, Date

Signature