



## SUPPLIER CODE OF CONDUCT

Effective: November 27, 2019

8x8, Inc. (collectively with its affiliates and subsidiaries, “8x8”) is committed to conducting its business in an ethical, legal, and socially responsible manner. This 8x8 Supplier Code of Conduct (“Code”) outlines 8x8’s expectations for its suppliers, vendors, contractors, consultants, and all other third-party providers of goods and services to 8x8 (“Suppliers”). 8x8 expects its Suppliers to conduct business responsibly, with integrity, honesty, and transparency, and to comply fully with the following principles. This Code is not intended to create new or additional rights for any third party. When differences arise between industry practices and legal requirements, the stricter standard shall apply, in compliance with applicable law.

A commitment to complying with the Code is required of all suppliers doing business with 8x8.

### Compliance with Law

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- Each Supplier must maintain awareness of and comply with applicable laws and regulations in all jurisdictions where Supplier conducts business, including, but not limited to:
  - Trade controls, as well as all applicable export, re-export, and import laws and regulations;
  - Antitrust and fair competition laws;
  - Anti-corruption and anti-money laundering laws of the countries in which 8x8 operates, including the Foreign Corrupt Practices Act, the UK Bribery Act, and any other laws governing lobbying, gifts, and payments to public officials, political campaign contribution laws, and other related regulations.
  - Personally identifiable information, privacy, and information security laws and regulatory requirements.
- Supplier will exercise due diligence to comply and demonstrate compliance upon request from 8x8.

### Ethics

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Supplier must conduct their business interactions and activities with integrity:

- 8x8 is committed to conducting business legally and ethically within the framework of a free enterprise system. Corrupt arrangements with customers, suppliers, government officials, or other third parties are strictly prohibited. Corruption, in any form, including bribes, kickbacks, or lavish gifts and/or entertainment, will not be tolerated.
- Suppliers must not, directly or indirectly, offer or pay anything of value (including travel, gifts, hospitality expenses, and charitable donations) to any official or employee of any government, government agency, political party, public international organization, or any

candidate for political office to (i) improperly influence any act or decision of the official, employee, or candidate for the purpose of promoting the business interests of 8x8 in any respect, or (ii) otherwise improperly promote the business interests of 8x8 in any respect.

- Supplier may not make public communications on 8x8's behalf without 8x8's prior written consent.
- Supplier should avoid the appearance of impropriety, as well as conflicts of interest.
- As 8x8 is a public company in the United States, Supplier should ensure that its officers, employees, and other representatives comply with insider trading laws and regulations and its own internal policies governing trading of publicly traded securities, and refrain from trading securities of 8x8 or any other issuer based on non-public information of 8x8.

## Respect for Human Rights

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- 8x8 expects its Suppliers to share its commitment to human rights in the workplace. All Suppliers must conduct their employment practices in full compliance with all applicable laws and regulations, and must, without limitation:
  - Ensure that workers have an effective mechanism to report grievances and facilitate open communication between management and workers.
  - Observe and comply with all local, national and international principles relating to human rights, including, but not limited to the Trafficking Victims Protection Act and the UK Modern Slavery Act of 2015;
  - Treat all employees with respect and dignity;
  - Respect and safeguard each individual's privacy and rights;
  - Prohibit violent behavior, including mental cruelty, harassment, discrimination, any unwelcome gestures, language, or physical contact;
  - Ensure voluntary employment and prohibit the use of forced or involuntary labor of any type, including support for any form of human trafficking of involuntary labor through threat, force, fraudulent claims, or other coercive means;
  - Not require workers to lodge "deposits" or their identity papers (government-issued identification, passports, or work permits) with their employer and make sure all workers are free to resign their employment in accordance with local and national laws or regulations without penalty; and
  - Observe and comply with local law requirements governing maximum work hours.
  - Protect the rights of minority groups.
  - Protect women's rights.
- The use of child labor is prohibited. No person under the age of 15 (or under 14 where permitted by local law) may be employed. Workers under the age of 18 may not perform work that is likely to jeopardize their health or safety.

## No Tolerance for Discrimination

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- 8x8 expects its Suppliers to share its commitment to equal opportunity in the workplace. Supplier should promote equal employment and business opportunities irrespective of race, religion, age, nationality, skin color, gender, gender identity, disability, pregnancy, marital status, political affiliation, military status, sexual orientation, union membership, or any other status protected by applicable national or local law.

## Labor and Wages

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All participants in 8x8's supply chain are expected to adhere to the following labor standards:

- Comply with the California Supply Chain Transparency Act, to the extent it applies to Supplier's business.
- Furnish fair compensation and comply with all applicable wage laws, including, but not limited to, those relating to minimum wages, overtime hours, and all applicable regulations.
- Respect the right of free association of employees to join employee organizations or trade unions, as permitted under the local laws.

## Health and Safety

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Suppliers must conform to all applicable health and safety laws and regulations, and to applicable industry codes by:

- Providing workers with a safe and healthy environment in compliance with all applicable laws and regulations.
- Implementing reasonable and effective occupational health and safety measures.

## Protecting the Environment

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8x8 considers environmental responsibility integral to delivering world class services and solutions that create shareholder and community value. 8x8 expects Suppliers to demonstrate a commitment to responsible environmental stewardship, including:

- All required environmental permits and registrations are to be obtained, maintained, and kept current, and their operational and reporting requirements are to be followed.
- 8x8 encourages the efficient use of natural resources—including supporting renewable energy—and values Suppliers who share our commitment to the environment. Suppliers must work to reduce consumption of resources, including raw materials, energy, and water, throughout all aspects of the product life cycle (*e.g.*, product design, manufacturing, packaging, transportation, product use, and product end-of-life management).

- Supplier will identify and manage all hazardous materials to ensure the safe handling, movement, storage, use, recycling, reuse, and disposal of such materials.
- Supplier will appropriately handle discharge or disposal of all wastewater and solid waste generated from operations, industrial processes, sanitation facilities, and other business activities.
- Supplier will appropriately handle discharge of all air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals, and combustion by-products generated from or due to operations.
- Supplier will manage and dispose of all materials in accordance with applicable laws, rules, regulations, and directives, and in an environmentally responsible and secure manner that is protective of human health and the environment.

## **Protection of Assets and Intellectual Property**

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- Supplier must respect and protect the valid and legitimate intellectual property rights of others, including 8x8 and its customers (including, without limitation, patent, trademark, copyright, and trade secret rights) and use those rights only in accordance with valid licenses, terms of use, or other relevant contractual provisions.
- Supplier shall respect intellectual property rights and safeguard customer information. Supplier shall manage technology and know-how in a manner that protects intellectual property rights.
- Supplier shall comply with all 8x8 requirements and procedures for maintaining passwords, confidentiality, security and privacy as a condition of providing 8x8 with goods or services or receiving access to the 8x8 internal corporate network, systems, and buildings.

## **Business Records and Practices**

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- Supplier shall accurately and completely record all business information and comply with all applicable laws regarding accounting and other business records.
- Supplier shall prepare in an accurate, truthful, and complete manner, all documents for 8x8, including proposals, statements of work, shipping advice, packing slips and invoices for goods delivered, services provided, and other costs.
- Supplier shall be honest, direct, and truthful in discussions with 8x8, regulatory agency representatives, and government officials.
- Supplier should establish an enterprise risk management system that is designed to ensure (i) compliance with applicable laws and regulations, and (ii) identification and mitigation of operational and business continuity risks. Supplier should also facilitate continual improvements of and to such a system.

## Reporting Concerns

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If you wish to report questionable behavior or a possible violation of this Code, you are encouraged to work with your primary 8x8 contact to resolve your concern. If that is not feasible or appropriate, you may report your concerns at [www.8x8.com/ethicshelpline](http://www.8x8.com/ethicshelpline) or via email to [compliance@8x8.com](mailto:compliance@8x8.com).

Suppliers must provide reasonable assistance to any investigation by 8x8 of a violation of this Supplier Code.