

Dayforce Vendor Code of Conduct

v. December 2024

dayforce

Purpose & Scope

Dayforce, Inc. (and any of its subsidiaries, affiliates, partnerships, or joint ventures, collectively “Dayforce”) is committed to conducting its business in accordance with the highest ethical standards. Dayforce expects its vendors to conduct their businesses accordingly. This Vendor Code of Conduct (“VCC”) applies to all individuals and entities that contract with Dayforce to provide goods or services (collectively, “Vendors”). Dayforce reserves the right to amend this VCC upon notice to Vendors.

Dayforce understands that Vendors are independent of Dayforce and its control. However, a Vendor’s business practices and actions may impact or reflect upon Dayforce’s reputation and brand.

This VCC supplements the terms specified in any agreement between a Vendor and Dayforce, and establishes that Vendors should adhere to the standards and expectations set forth in Dayforce’s [Code of Conduct](#), [Modern Slavery Statement](#), [Human Rights Statement](#), [Environmental Sustainability Policy](#) and other applicable Dayforce policies.

Compliance with Laws

Dayforce is committed to conducting business in compliance with all applicable laws, rules, and regulations, and expects Vendors to also comply with all applicable laws wherever they operate, including but not limited to laws on employment, modern slavery, human trafficking, the environment, corruption, bribery, record-keeping, taxation, antitrust, securities, insider trading, data privacy, confidentiality, and trade sanctions.

Where applicable, we expect Vendors to share our principles with their employees and business partners, and develop appropriate policies and programs to ensure that their employees and business partners understand Dayforce’s standards.

Labor & Human Rights

Dayforce expects Vendors to adhere to the following principles in their employment and labor practices:

- Eliminate all forms of forced labor or child labor;
- Eliminate discrimination and harassment, whether based on a person’s race, gender, gender identity or expression, color, creed, religion, national origin, citizenship, age, pregnancy, disability, marital status, sexual orientation, ancestry, veteran status, socioeconomic status, or any other characteristic protected by applicable laws and regulations within the workplace and its supply chain;
- Establish safe and healthy working conditions;
- Compensate employees competitively and comply with applicable wage, work hours, overtime, and benefits laws; and



- Respect principles of freedom of association and the right to collective bargaining in accordance with applicable laws and practices.

Vendors that recruit individuals for Dayforce are expected to follow the “employer pays principle,” i.e., that no worker should pay for a job, and the costs of recruitment should be borne not by the worker, but by the employer.

Workforce Diversity & Vendor Inclusion

Dayforce encourages Vendors to adhere to the following principles in their workforce diversity disclosure and inclusive vendor practices:

- Track and publicly report relevant employee demographic metrics, including gender diversity globally, as well as racial and ethnic diversity in the U.S.;
- Create an environment in which varied perspectives, experiences, and backgrounds are valued and integrated into organizational processes;
- Collaborate with organizations of all sizes and specialties, embracing unique and diverse talents that enhance the ability to serve clients and communities with excellence.

Environmental Sustainability

Dayforce expects Vendors to embrace the following principles in their business practices affecting the environment:

- Conduct operations with due diligence on those operations’ environmental impact;
- Strive to play a positive role in advancing responsible and sustainable development and improving standards of living; and
- Contribute to Dayforce’s environmental objectives stated in its [Environmental Sustainability Policy](#).

Dayforce encourages Vendors to:

- Reduce consumption of resources throughout their operations, including raw materials, energy, and water;
- Source renewable energy for their operations;
- Track, document, and report energy consumption and greenhouse gas (GHG) emissions to Dayforce through vendor questionnaires as well as to CDP;
- Collaborate with Dayforce to improve the environmental performance of Dayforce and our purchased products and services.

Corruption & Bribery

Dayforce expects Vendors to adhere to the following principles with regard to corruption and bribery practices:

- Refrain from offering or allowing anything of value to be given in order to obtain or retain business or favored treatment, to influence actions, or to obtain an improper advantage for Dayforce, the Vendor, or any third party;



- Refrain from asking for or accepting anything of value that the Vendor knows, or suspects is being offered in order to obtain an improper advantage; and
- Refrain from circumventing or causing non-enforcement of laws or regulations applicable to Dayforce.

Violations of this VCC

Dayforce reserves the right to monitor and audit Vendors' compliance with this VCC, including through questionnaires related to Vendors' policies and practices. Vendors are required to respond to questionnaires on an annual basis, with the ability to request up to a 30-day extension from the due date requested by Dayforce.

Dayforce reserves the right to sanction any Vendor that fails to satisfy the expectations set out in this VCC, including and up to terminating the relationship with the Vendor.

Reporting Concerns

Dayforce expects Vendors to report any illegal or unethical conduct and regulatory compliance concerns to the appropriate Dayforce Global Procurement contact or to Dayforce's ethics hotline, via www.ethicspoint.com or

- In the U.S.: 1-866-ETHICSP (866-384-4277)
- In the U.K.: 0-800-89-0011
- In Australia: 1-800-551-155 (Aus Optus); 1-800-881-011 (Aus Telstra)
- In Canada: 1-844-620-5859 • In China: 400-120-4726
- In Germany: 0-800-225-5288; at the English prompt, dial 833-623-0604
- In India: 000-800-0502-201
- In Malaysia: 1-800-81-9663
- In Mauritius: 01 120; at the English prompt, dial 844-620-5859
- In New Zealand: 000-911; at the English prompt, dial 833-623-0604
- In the Philippines: 1800-1-322-0305
- In Singapore: 800-492-2250

It is Dayforce's policy to encourage the communication of bona fide concerns relating to any suspected or known misconduct or violations of the law, Dayforce's Code of Conduct, this VCC, or other Dayforce policies. It is also Dayforce's policy to protect those who communicate bona fide concerns from any retaliation for such reporting.

Vendors must prohibit retaliation in any form against any person who reports a concern in good faith or participates in good faith in an investigation related to a report, whether the report is made to Dayforce or to a government official or agency.