



**Vendor/Supplier
Guidelines**
July 2023



7-Eleven Inc. and certain of its subsidiaries (“7-Eleven”) owns and operates, franchises, and licenses convenience stores, or restaurants throughout the United States and Canada conducting business under various brands including but not limited to Speedway, Stripes, Laredo Taco Company, and Roost Chicken and Biscuits (collectively “stores”). 7-Eleven is committed to conducting business in a responsible and ethical manner. 7-Eleven expects all its business partners, vendors, suppliers, and service partners to behave with integrity and to preserve 7-Eleven’s collective commitment to human rights and safety in the workplace.

7-Eleven expects each vendor and supplier of any product or service to share our commitment to conducting business honestly and transparently. This means that they must follow all applicable laws and regulations in the manufacture and distribution of merchandise or services provided to 7-Eleven. All vendors/suppliers are strongly encouraged to exceed 7-Eleven’s guidelines and promote continuous improvement throughout their operations.

If vendors or suppliers suspect unethical or illegal business practices, they must report it to 7-Eleven. If there are any questions about the 7-Eleven guidelines, please ask questions or email Compliance@7-11.com.

All vendors/suppliers must be able to demonstrate compliance with the requirements set forth in these guidelines at the request of 7-Eleven. 7-Eleven reserves the right to update, modify or replace these guidelines in its sole discretion from time to time, with or without notice to you. By continuing to do business with 7-Eleven, you agree to any updates or modifications. It is your responsibility to stay up to date on all applicable vendor/supplier requirements and guidelines.

These guidelines introduce the minimum requirements that all vendors/suppliers must meet in order to conduct business with 7-Eleven.

These Vendor/Supplier Guidelines are not intended to replace or revise additional, more specific, or more stringent requirements contained in vendor/supplier contracts or otherwise agreed to in writing by vendors/suppliers as a condition of doing business with 7-Eleven.

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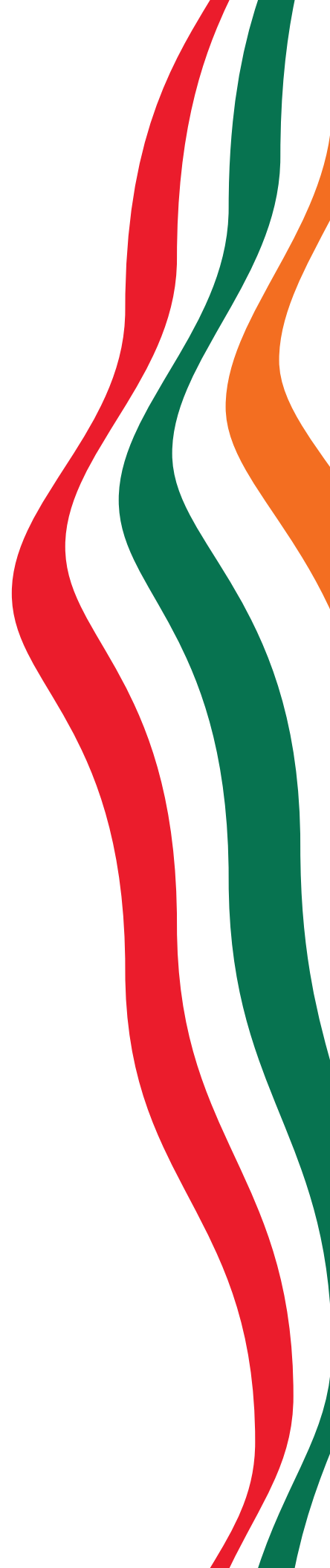
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Basic Requirements

Laws and Regulations

Vendors/Suppliers must adhere to all applicable laws and regulations of the state, local, federal, provinces and countries in which they operate including the U.S Foreign Corrupt Practices Act and all anti-corruption laws.

No Child Labor

7-Eleven will not knowingly work with vendors/suppliers who employ child labor.

No Forced Labor

7-Eleven will not knowingly work with vendors/suppliers who use forced labor or tolerate the use of human trafficking in the manufacture of products or services for 7-Eleven. Vendors/suppliers must: (1) not use forced labor, which includes, but is not limited to, trafficked, slave, prison, indentured, or bonded labor (collectively, “Forced Labor”), and (2) ensure their supply chains and materials comply with all laws that prohibit Forced Labor.

No Harassment and Abuse

Vendor/suppliers must treat all workers with dignity and respect and foster an inclusive work environment that is free of harassment and discrimination.

Compensation

Vendors/suppliers must meet or exceed the minimum wage and compensation requirements as defined under applicable labor laws, applicable agreements and local regulations for regular work, overtime work, production rates and other elements of compensation and employee benefits.

Reasonable Hours of Work and Overtime

Vendors/suppliers must ensure that, except in extraordinary business circumstances, on a regularly scheduled basis, workers shall not be required to work more than the lesser of (a) sixty (60) hours per week, including overtime or (b) the limits on regular and overtime hours allowed by all applicable rules, regulations, and laws of the country of manufacture. In addition, except in extraordinary business circumstances, all workers shall be entitled to at least one day in seven days off.



No Discrimination

7-Eleven respects cultural differences. Workers should be employed based on their abilities, rather than their race, gender, personal characteristics, or beliefs and encourage our vendors/suppliers to eliminate discrimination in their workplaces. Vendors/suppliers must comply with Title VII of the Civil Rights Act of 1964, or their country's equivalent law.

Health and Safety

Vendors/suppliers must provide a safe and healthy working environment in accordance with applicable laws and regulations.

Product Safety and Quality

Vendors/Suppliers must comply with all applicable laws, rules, and regulations related to product safety, quality, and labeling for any products supplied to 7-Eleven.

Environment

7-Eleven seeks vendors/suppliers whose factories operate in compliance with environmental laws and that work to minimize their impact on their surroundings and global resources. Vendors/suppliers must comply with environmental laws and should, to the extent practicable, use materials or processes in their factories and in the performance of the services that reduce the environmental impact.



Vendor/Supplier Obligations

Conflict of Interest

Vendors/suppliers are required to avoid conflicts of interest and any activities that could give the appearance that a vendor/supplier has improperly influenced a 7-Eleven employee in order to receive favorable treatment. No portion of any payment to a vendor/supplier by 7-Eleven pursuant to an agreement will be used (a) as a bribe, kickback, rebate, or illegal political contribution to obtain political influence, or (b) in violation of applicable foreign exchange control regulations, tax laws or regulations, or other laws or regulations of any jurisdiction.

Vendors/suppliers are required to avoid actions that may result in conflicts of interest which include offering, providing, or reimbursing personal gifts, favors, personal travel expenses, lodging or other housing, services of any kind, excessive meals or entertainment, or any other thing of value to 7-Eleven employees.

Gifts should be rare and provided only to reflect professional esteem or gratitude and with a nominal value of \$100 or less.

Money or anything equivalent to money like gift cards or gift certificates is prohibited.

Confidentiality, Security & Privacy

Vendors/suppliers working with 7-Eleven on occasion have access to confidential information. Vendors are expected to protect the information as if it was their own. Vendors are expected to comply with all applicable security and privacy laws, regulations and retention requirements, and to ensure that they have appropriate technical and security controls in place to protect 7-Eleven's information.

Confidential information means all non-public 7-Eleven data, including but not limited to: business plans, retail pricing strategies, marketing plans, team members personal information, guest personal information and intellectual property. Vendors/suppliers may not outsource, disclose, share, or use this confidential information except to the limited extent specifically permitted in their contractual or non-disclosure agreement with 7-Eleven if applicable. Unauthorized disclosure could harm 7-Eleven, breach the vendor contract, or may even be illegal.

Office Visits

Vendor/supplier visitation with a 7-Eleven employee should be by appointment only.

Vendor/suppliers are not allowed to visit 7-Eleven Information Technology hiring managers regarding sale solicitations as solicitations should be discussed with the 7-Eleven Relationship Management team.

Vendors/suppliers are responsible for following 7-Eleven's security procedures when visiting any 7-Eleven office.

Reporting Violations

Reporting Violations

Vendors are expected to follow the law and promptly report any actual or suspected violations, including violations by any team member or individual acting on behalf of 7-Eleven or one of our vendors.

HOW TO REPORT

- Call the EthicsLine 1-800-711-ASKS (2757)
- Send an email to Compliance@7-11.com
- Write to: 7-Eleven Inc. Compliance
P.O. Box 711
Dallas, TX 75221-0711



Information Technology and Maintenance Addendum to the Vendor/Supplier Guidelines

Contracts/Service Agreements

7-Eleven strives to have a fully executed signed agreement with vendors prior to the commencement of such services to 7-Eleven. All “Time & Material” and “Resource Tracking” vendors/suppliers must have an active assignment in 7-Eleven contracting tool prior to start date. Vendors/suppliers will not be paid for work performed without an active assignment in the 7-Eleven contract tool.

For IT positions, subcontracting is NOT permitted. Candidates must be direct employees of the supplier. Any exceptions must be reviewed and approved by the CIO.

Time Sheets/Invoicing

It is the responsibility of each vendor/supplier to ensure accurate and timely timesheet submission.

All invoices and or timesheets must be submitted within the time period set forth in the agreement with 7-Eleven. 7-Eleven shall have no liability to pay invoices and or time sheets which are not submitted for approval or disputed within such time period.

H1B Client Letters

7-Eleven will only sign and approve client letters for active contractors that are direct employees of our suppliers. We will not sign letters on behalf of subcontractors.

Equipment/Intellectual Property

It is the responsibility of the vendor/supplier to make sure that their contractors understand the importance of Confidentiality and that all intellectual property (“IP”) created by the vendor while on assignment belongs to 7-Eleven. If there is a Non-Disclosure Agreement or Confidentiality Agreement the terms and conditions contained in the document apply.

7-Eleven provided laptops and/or 7-Eleven virtual machines must be used for all work on 7-Eleven Intellectual Property (i.e., software code). Vendors/suppliers should not copy, email, or send in any other manner work outside of their 7-Eleven laptop or 7-Eleven managed environment.

Vendors/suppliers or contractors will not use software or collaborative sites to transfer 7-Eleven IP without prior written approval from 7-Eleven’s Information Security Department.

Vendors/suppliers are responsible for ensuring equipment is returned at the end of a contractor’s assignment.