



**Vendor/Supplier
Guidelines for
Canadian Operations**

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7-Eleven Canada, Inc.
Suite 2400, 13450 102nd
Avenue
Surrey, B.C., V3T 0C3

7-Eleven Canada, Inc. and certain of its subsidiaries ("7-Eleven") owns and operates convenience stores throughout Canada. 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 all vendors and suppliers must follow all applicable laws, regulations, and governmental guidelines 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 them 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 Vendor/Supplier Guidelines (these "Guidelines") at the request of 7-Eleven. 7-Eleven maintains the right to monitor a vendor/supplier's compliance with these Guidelines and audit a vendor/supplier's control environment, including through site visits and inspections by 7-Eleven personnel or designated agents. 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 (each, an "amendment"). By continuing to do business with 7-Eleven following an amendment, you are deemed to agree to such amendment. 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 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. Where there is a conflict between the language in these Guidelines and any agreement for products or services between 7-Eleven and the vendors/supplier, the terms in the executed agreement will apply.

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Basic Requirements

Laws and Regulations

Vendors/Suppliers must adhere to all applicable federal, state, provincial, territorial, local, and municipal laws and regulations in the jurisdictions in which they operate, including the *U.S. Corrupt Practices Act* (United States), the *Corruption of Foreign Public Officials Act* (Canada) and all other applicable anti-corruption laws.

No Child Labour

Vendors/suppliers must not employ individuals below the minimum age permitted by local law, and in no case younger than 14 years of age. Workers under the age of 18 shall not perform work that is likely to jeopardize their health or safety, including night shifts, overtime, or hazardous work. 7-Eleven will not knowingly work with vendors/suppliers who employ child labour.

No Forced Labour

The use of forced or compulsory labour by vendors/suppliers is strictly prohibited. 7-Eleven will not knowingly work with vendors/suppliers who use forced labour or tolerate the use of human trafficking in the manufacture of products or services for 7-Eleven. Vendors/suppliers must: (1) not use forced labour, which includes trafficked, slave, prison, indentured, or bonded labour, or any other labour or service provided under circumstances that could reasonably be expected to cause the person to believe their safety or the safety of a person known to them would be threatened if they failed to provide or offer to provide the labour or service (collectively, “Forced Labour”); and (2) ensure their supply chains and materials comply with all laws that prohibit Forced Labour, including the *Fighting Against Forced Labour and Child Labour in Supply Chains Act* (Canada). Vendors/suppliers are prohibited from engaging in or benefiting from any form of human trafficking. This includes the recruitment, transportation, transfer, harbouring, or receipt of persons, by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or a position of vulnerability. Giving or receiving payments or benefits to achieve the consent of a person having control over another person for the purpose of exploitation is strictly prohibited.

No Harassment

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 labour and employment 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 excessive hours, hours detrimental to employee safety, or hours that are otherwise in excess of limits imposed by applicable laws. In addition, vendors/suppliers will comply with applicable overtime requirements.

No Discrimination

7-Eleven respects cultural differences. Vendors/suppliers must not discriminate in hiring, compensation, training, advancement or promotion, termination, retirement, or any other employment practice based on Indigenous identity, race, colour, ancestry, place of origin, ethnic origin, citizenship, creed, political belief, religion, marital or family status, age, physical or mental disability, physical size or weight, source of income, sex, sexual orientation, gender identity or expression, record of offences, or a criminal or summary conviction offence that is unrelated to employment. 7-Eleven encourages its vendors/suppliers to eliminate discrimination in their workplaces. Vendors/suppliers must comply with all applicable human rights laws, including the *Canadian Human Rights Act*.

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, including all applicable French language requirements.

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 of same. Vendors/suppliers shall also comply with 7-Eleven's environmental and sustainability policies and procedures in effect from time to time.



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 favourable 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, favours, 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 must be reported in accordance with 7-Eleven's Code of Conduct.

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, but in any event, using no less than commercially reasonable standards given the nature of the information. 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: business plans, retail pricing strategies, marketing plans, team member 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 and occupational health and 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 agreement with vendors prior to the commencement of sales or services to 7-Eleven. For IT positions, subcontracting is NOT permitted. Candidates must be direct employees of the supplier. Any exceptions must be reviewed and approved by the Chief Information Officer.

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.

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.