



## Coupa Software Incorporated

### Supplier Code of Conduct

#### Overview

Coupa Software Incorporated and its subsidiaries<sup>1</sup> (collectively, “**Coupa**” or “**we**”) are committed to our core values of (i) *Ensuring Customer Success*, (ii) *Striving for Excellence*, and (iii) *Focusing on Results*. We achieve these core values while conducting our business with integrity, ethics, and in a legal and socially responsible manner. We expect the same from everyone – be it an individual, a company or their employees – who’s working on behalf of Coupa, or who’s providing goods or services to Coupa (collectively, “**Supplier**”). This Coupa Supplier Code of Conduct (the “**Code**”) sets out Coupa’s expectations of its Suppliers when doing business together.

#### Compliance with Laws

Supplier, in its activities, will operate in compliance with applicable laws, rules and regulations of the countries in which they operate while conducting business with Coupa. Supplier will comply with import/export control laws, including those restricting dealings with entities and individuals located in countries subject to trade embargoes or economic sanctions. Supplier will also comply with any data protection laws, including those restricting the processing of personal data or personally identifiable information. Supplier must comply with this Code when its requirements are more stringent than local laws or regulations.

#### Ethics, Anti-Corruption and Bribery

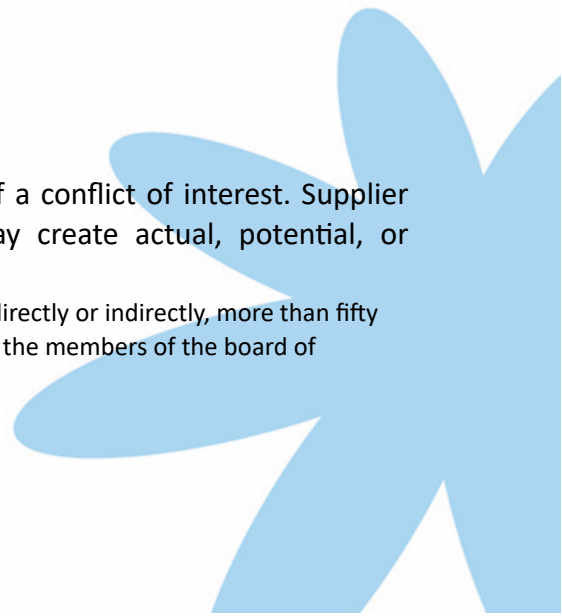
Supplier will conduct business with high ethical standards and integrity. Supplier will avoid all forms of fraud, abuse of power, theft, and suppression. Supplier will comply with all applicable anti-bribery and anti-money laundering laws. All forms of bribery, kickbacks, gratuities, and other forms of corruption are prohibited. Supplier will comply with [Coupa’s Global Anti-Corruption and Bribery Policy](#), as updated from time to time.

#### Conflicts of Interest

Supplier will avoid all conflicts of interest, or even the appearance of a conflict of interest. Supplier must disclose any relationships, associations, or activities that may create actual, potential, or

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<sup>1</sup> A “subsidiary” refers to any entity in which Coupa Software Incorporated controls, directly or indirectly, more than fifty percent (50%) of the stock or other equity interest entitled to vote on the election of the members of the board of directors or similar governing body.





perceived conflicts of interest to Coupa's Chief Legal Officer as soon as Supplier becomes aware of any potential for such conflict.

### **Business Records**

Supplier will maintain accurate and complete books and records on all matters related to Supplier's business with Coupa. Supplier will timely provide all relevant information to Coupa upon request. Supplier is prohibited from engaging in false or misleading accounting practices.

### **Fair Business, Advertising and Antitrust**

Supplier will comply with all applicable laws and regulations regarding competition, advertising and antitrust. Supplier will not enter into agreements or take other actions aimed at eliminating or reducing competition, or that unreasonably restricts trade.

### **Intellectual Property**

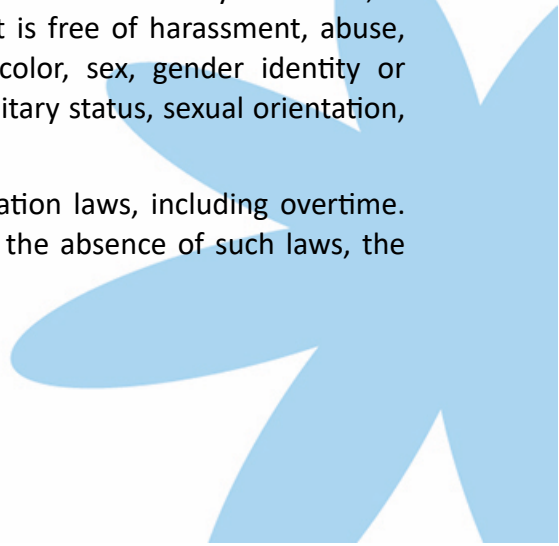
Supplier will respect intellectual property rights, protect confidential information, and comply with applicable privacy laws. Supplier will protect Coupa's intellectual property, including against theft, misuse, fraud, or improper disclosure. Supplier will take all due care in handling, discussing, or transmitting confidential or proprietary information that could affect Coupa, its employees, its customers, the business community, or the general public. Supplier will only use Coupa's intellectual property for the purpose(s) authorized in a contractual agreement.

### **Human Rights, Labor Standards, Diversity & Inclusion**

Coupa is committed to maintaining environments that value diversity, inclusion, respect, and integrity. Coupa expects its supplier to share its commitment to human rights, equal opportunity in the workplace and fair treatment.

Supplier will follow applicable laws and regulations on lawful employment, discrimination, and safe working conditions, including the UK Modern Slavery Act 2015 and Modern Slavery Act 2018, if applicable. Supplier will commit to creating a work environment that is free of harassment, abuse, inhumane treatment, or discrimination, including based on race, color, sex, gender identity or expression, pregnancy, marital status, physical or mental disability, military status, sexual orientation, or any other status protected by law.

Supplier will comply with all applicable working hours and compensation laws, including overtime. Supplier will comply with all applicable laws regarding child labor. In the absence of such laws, the





minimum age for employment will be 15 years of age or the age for completing required education in that country, whichever is higher.

Supplier is expected to permit their workers to associate freely, bargain collectively, and seek representation in accordance with local laws. Supplier will not harass or retaliate against workers who openly communicate and share grievances.

## **Health, Safety and Environment**

Supplier will provide their workers with a healthy and safe working environment. Supplier will take proactive steps to minimize health risk exposure and reduce accidents.

Supplier will obtain and maintain required environmental permits, approvals, and registrations. Supplier will use reasonable efforts to protect the environment, including conducting its operations with a goal towards minimizing negative environmental impacts. Supplier will comply with all applicable laws and regulations applicable to environmental matters, including air emissions, water discharges, toxic substances, and hazardous waste disposal.

## **United Nations Global Compact**

Coupa is a subscriber to the Ten Principles of the United Nations Global Compact and we encourage Supplier to join and adapt these principles and the program on their own.

## **Reporting Concerns**

Supplier will promptly inform Coupa if it violates this Code or believes others, including Coupa employees, have violated this Code. Supplier reporting violations of this Code is encouraged to make a corrective action plan for timely remedying such violations, along with an estimated date for completion of any such plan.

Coupa has established a compliance hotline that may be used to make a report, including anonymously if so desired. To make a good-faith, anonymous report, please:

- Send an email or letter to our Chief Legal Officer at [legalnotices@coupa.com](mailto:legalnotices@coupa.com) or 950 Tower Lane, Floor 20., Foster City, CA 94404; or
- Report on our ethics hotline (anonymously or not), available at [www.coupasoftware.ethicspoint.com](http://www.coupasoftware.ethicspoint.com) (or by phone using the numbers listed on such website).

