

# **TWIST BIOSCIENCE CORPORATION**

## **SUPPLIER CODE OF CONDUCT**

### **Introduction**

We are a growing synthetic biology and genomics company that has developed a disruptive DNA synthesis platform to industrialize the engineering of biology. The core of our platform is a proprietary technology that pioneers a new method of manufacturing synthetic DNA by “writing” DNA on a silicon chip. We are headquartered in South San Francisco, California, with offices in Portland, Carlsbad, Tel Aviv, Singapore, and China.

This Twist Bioscience Supplier Code of Conduct (“Code”) is the foundation for ensuring social and environmental responsibility and ethical conduct throughout our supply chain. The principles outlined below serve as the cornerstone of Twist’s relationship with our partners. Twist will identify and engage in business with organizations that conduct their business with principles that are consistent with the Code. We encourage supplier partners to develop policies defining the operating principles for their own organizations and supply chains and to share these in a transparent manner.

### **Our Business and Supply Chains**

We have applied our unique technology to manufacture a broad range of synthetic DNA-based products, including synthetic genes, tools for next generation sample preparation, and antibody libraries for drug discovery and development, all designed to enable our customers to conduct research and produce products more efficiently and effectively. Additionally, we are expanding our footprint by harnessing our proprietary platform to disrupt and innovate within larger market opportunities, such as discovery partnerships for biologic drugs, and new applications for synthetic DNA, such as digital data storage, to expand the overall reach and impact of DNA-based products. We sell our synthetic DNA and synthetic DNA-based products to a global customer base that includes thousands of customers across a broad range of industries.

Our supply chains include distributors and manufacturers of materials in the following life science industry categories: chemical reagents, labware, packaging, life science automation equipment, IT equipment/software, contract manufacturing, among others. Twist also procures a wide range of services, such as consulting expertise, marketing services, transportation, facilities and construction, among others. Suppliers shall maintain accurate and up-to-date recordkeeping indicating their compliance with this Code and all applicable laws and regulations.

All Twist suppliers must conduct their employment practices in full compliance with all applicable laws and regulations and in compliance with Twist requirements, as outlined in this Supplier Code of Conduct which may exceed local legal requirements. In all cases in which Twist requirements are more stringent than local legal requirements,

suppliers are required to meet the more stringent Twist requirements. Twist, along with our partners and independent 3rd parties, will conduct audits to observe these principles in action. If there is a reasonable basis to believe a supplier partner is in violation of the Code, Twist will request that the violation is cured in a satisfactory manner, and if not rectified in a defined period of time, may transition away from that relationship.

## **1. Human Rights and Labor**

Everyone deserves to be treated with dignity and respect. Twist is an equal opportunity employer, and we expect all our suppliers to be as well. Suppliers who engage in commercial agreements with Twist Bioscience are expected to implement equal opportunity employment, as well as diversity, equity and inclusion practices.

Twist Bioscience values diversity and inclusion in our workforce and also in our suppliers.

### **Forced Labor and Human Trafficking**

Forced, prison, bonded, indentured, or slave labor and all forms of human trafficking are prohibited as they take advantage of people who are not in a position to consent to their actions. Withholding of, or destruction of, employee identity or immigration documents, passports or work permits is prohibited.

### **Child Labor**

Work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development, as defined by the International Labor Organization, is inconsistent with Twist's values. Suppliers shall employ and use only workers who are at least the age of 15, have reached the age of completion of compulsory education, or meet the legal minimum age for employment, whichever is highest.

### **Working Hours**

Suppliers shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed or perform work.

### **Wages and Benefits**

Compensation paid to workers should comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Punitive deductions from wages as a disciplinary measure are prohibited.

## **2. Health and Safety**

Twist expects its suppliers to adopt and maintain Health and Safety Management Systems to limit exposure to occupational hazards, prevent emergencies, safeguard machines, manage physically demanding work, and provide access to clean and safe working environment and facilities. Suppliers shall comply with all applicable laws related to maintaining a healthy and safe working environment.

## **Environment**

Twist and its suppliers must work to avoid any harm to the environment in all our activities. Twist suppliers are expected to adopt and maintain Environmental Management Systems to ensure compliance with all applicable environmental laws and regulations. Following principles of continuous improvement, partners shall take a proactive approach to reducing environmental and resource impacts in all areas of their business. This includes management of all waste, discharges, and emissions, and lead to more efficient use of water and energy resources.

### **3. Business Practices and Ethics**

Suppliers are expected to act in accordance with the values and principles enshrined in the Twist Bioscience Corporation [Code of Business Conduct and Ethics](#) on topics including, but not limited to: company records, communication, conflicts of interest, compliance with laws, rules, and regulations, insider trading, protection of confidential and proprietary information, and fair dealing.

### **4. Legal and Regulatory Compliance**

All Twist suppliers are expected to comply with the applicable laws, regulations, and rules in all countries to which they travel, in which they operate, and where they otherwise do business. Suppliers should have compliance programs designed to ensure that their business activities with and/or on behalf of Twist are conducted in full compliance with all applicable laws and regulations, and must, without limitation, meet the following requirements:

**Trade:** Comply with all international and local rules, regulations, and controls on any technology transfers (physical and electronic), exports, re-exports, and imports as well as country sanctions and denied parties list screening imposed by the applicable governmental entity.

**Antitrust:** Conduct business in full compliance with antitrust and fair competition laws that govern the jurisdictions in which they conduct business.

**Boycotts:** Not participate in international boycotts that are not sanctioned by the United States (U.S.) government or applicable laws or take any action that has the effect of furthering or supporting a restrictive trade practice imposed by a foreign country against a country friendly to the U.S. or against any U.S. person.

**Anti-Corruption:** Conduct business in full compliance with the U.S. Foreign Corrupt Practices Act (“FCPA”), which prohibits directly or indirectly giving or offering anything of value to a government official to obtain or retain business or favorable treatment, and requires the maintenance of accurate books of account, with all supplier transactions being properly recorded.

## **5. Sustainable Procurement**

Twist suppliers are expected to engage in sustainable procurement to achieve the appropriate balance between financial, environmental and social considerations when procuring goods, services or works at all stages of the value- transformation cycle, while considering their costs through the entire life cycle. Such considerations pertain, for instance, to the respect of core labor and safety standards in the production process, and the energy efficiency performance and innovative characteristics of purchased and/or provided products.

## **6. Non-compliance Reporting**

Suppliers and their personnel may report any violations of or activity inconsistent with this Supplier Code of Conduct through any of the following methods:

**Web:** [www.whistleblowerservices.com/TWST](http://www.whistleblowerservices.com/TWST)

**Phone:** Twist Whistleblower Hotline at: 866-203-1642

**Mail:**

Twist Bioscience Corporation  
681 Gateway Blvd  
South San Francisco, CA 94080  
Attn: Legal Department



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February 26, 2024

Dear valued supplier,

We hope this letter finds you well. Our commitment to improving health and sustainability is critical to Twist, and its customers. As we recognize your vital role as one of our key suppliers, we believe it is essential to align our values and commitments to ensure a collective contribution to environmental, social, and governance (ESG) standards and Corporate Responsibility. As we continue to strive for products that make a positive impact on the environment, such as our DNA genes which emit a minuscule 36 grams of CO<sub>2</sub>e versus the industry standard emission of 23 kgs. of CO<sub>2</sub>e, your continued commitment to our values is of crucial relevance.

In line with this, we are introducing our Supplier Corporate Responsibility Commitment within our Supplier Code of Conduct, which outlines our expectations and collective responsibilities. We kindly request your partnership in upholding the following values and commitments:


1. Supplier agrees to operate in accordance with a recognized Environmental Management System (EMS).
2. Supplier agrees to implement an environmental footprint reduction program or practices wherever possible.
3. Supplier agrees not to utilize conflict minerals in manufacturing its products.
4. Supplier agrees to preserve natural resources, such as energy, water, forests, etc., and prevent the exploitation of such natural resources.

Your commitment to these principles aligns with our Supplier Code of Conduct and reinforces our shared dedication to sustainability. Together, we can make a meaningful impact on our planets and communities' well-being.

We would appreciate it if you could please sign and return it as part of your Supplier Code of Conduct commitment.



Sincerely,

DocuSigned by:  
  
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Emily Leproust

Chief Executive Officer

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**Supplier Acknowledgement:**

Supplier Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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Signature line