



**Accenture Federal Services Supplier Standards of Conduct**

# Accenture Federal Services Supplier Standards of Conduct

## Introduction

At Accenture Federal Services (AFS), we value high performance in our business and our people, including our suppliers. Values-based business ethics continues to be at the core of all we do. The complex, regulated, and competitive federal environment in which we work requires that we understand critical ethics and compliance guidelines, as well the unique rules for doing business with our principal client, the U.S. Federal Government.

The relationship between AFS and our suppliers is an important component to achieving high performance in our business. Our AFS Supplier Standards of Conduct set forth the principles and practices that AFS suppliers are required to uphold. AFS is committed to helping our suppliers comply with these standards. In turn, AFS expects all suppliers to apply these standards to their suppliers and across their supply chains.

Thank you for your continued efforts and collaboration to adhere to the AFS Supplier Standards of Conduct. Please direct all questions about these standards to your AFS Procurement Representative.

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# Accenture Federal Services Supplier Standards of Conduct

## Our Supplier Standards of Conduct at a Glance

Our Supplier Standards of Conduct are built on the framework of Accenture's and Accenture Federal Services' core values: **Stewardship, Best People, Client Value Creation, One Global Network, Respect for the Individual, and Integrity**. Our core values shape the culture and define the character of our company. They guide how we act and make decisions. Each core value is supported by action statements and specific behaviors that we expect of our suppliers.

### 1. **Stewardship**

- 1.1. Comply with all applicable environmental laws
- 1.2. Reduce negative environmental impact
- 1.3. Protect AFS, Accenture, and client confidential information and intellectual property rights

### 2. **Best People**

- 2.1. Do not discriminate in employment or hiring practices
- 2.2. Comply with "revolving door" and Procurement Integrity Act restrictions
- 2.3. Complete all AFS-required trainings by their applicable deadlines

### 3. **Client Value Creation**

- 3.1. Deliver quality and comply with terms and conditions of AFS contracts
- 3.2. Submit accurate proposals, invoices, and certifications to AFS
- 3.3. Maintain accurate books and records and provide audit assistance
- 3.4. Comply with the Anti-Kickback Act
- 3.5. Ensure accessibility to Persons with Disabilities

### 4. **One Global Network**

- 4.1. Comply with applicable competition laws
- 4.2. Do not seek or obtain competitors' non-public proprietary information or Federal Government sensitive information relating to a procurement
- 4.3. Do not make improper "contingent payments" to obtain Federal Government business
- 4.4. Comply with all applicable international trade regulations and deliver products and services that meet the Federal Government's country of origin and domestic preference restrictions
- 4.5. Do not perform work outside of the United States
- 4.6. Comply with all conflict minerals rules and laws
- 4.7. Protect and use data and new technologies responsibly
- 4.8. Design, develop, and deploy artificial intelligence responsibly
- 4.9. Comply with all applicable lobbying requirements

### 5. **Respect for the Individual**

- 5.1. Treat people with respect and dignity
- 5.2. Allow employees the freedom of association and collective bargaining
- 5.3. Do not use, encourage, or engage in forced labor, human trafficking, or harmful child labor
- 5.4. Comply with all applicable employment laws
- 5.5. Provide a safe, healthy work environment
- 5.6. Do not participate in inappropriate use of social media

### 6. **Integrity**

- 6.1. Do not offer inappropriate gifts or entertainment to AFS employees or third parties, and do not give or accept bribes.
- 6.2. Comply with all applicable anti-money laundering and counter-terrorist financing laws
- 6.3. Avoid conflicts of interest

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- 6.4. Avoid insider trading
- 6.5. Do not use counterfeit parts
- 6.6. Protect the privacy of personal information
- 6.7. Maintain an ethics and compliance program

### 1. Stewardship

Accenture Federal Services suppliers are conscious of their impact on the environment and strive to minimize their negative impacts to preserve our natural resources for future generations. At a minimum, AFS suppliers comply with all applicable environmental laws and regulations such as waste management and recycling. AFS suppliers protect Accenture, AFS, and client confidential information and intellectual property.

#### 1.1 Comply with all applicable environmental laws

Accenture Federal Services suppliers comply with all applicable environmental laws, regulations, and standards.

#### 1.2 Reduce negative environmental impact

Accenture Federal Services suppliers commit to reducing their negative environmental impact and provide visibility to their progress toward this commitment. They encourage the development and use of environmentally friendly technologies and practices and the reduction of negative environmental impacts throughout their supply chain.

#### 1.3 Protect AFS, Accenture, and client confidential information and intellectual property rights

Accenture Federal Services suppliers respect and comply with all the laws governing intellectual property rights assertions, including protection of patents, copyrights, and trademarks. AFS suppliers respect and maintain the confidentiality of AFS, Accenture, and client non-public information. AFS suppliers abide by access and disclosure restrictions of U.S. Government information.

Accenture Federal Services suppliers have security standards, policies, and controls to protect and responsibly use any physical and electronic information. AFS suppliers maintain documented emergency response and disaster recovery plans to provide protection of data and intellectual property and the business continuity of the services and/or goods being provided to AFS.

### 2. Best People

Accenture Federal Services suppliers attract and develop the best talent for their business regardless of individual characteristics. They ensure that their employees take any required AFS training.

#### 2.1 Do not discriminate in employment or hiring practices

Accenture Federal Services suppliers provide equal employment opportunities and do not discriminate on the basis of age, sex, color, religion, disability status, national origin, race, creed, past or present membership in the uniformed services, marital status, sexual orientation, gender expression or identity, citizenship status, genetic information, or any other basis as protected by Federal, state or local law. Local laws and certain contracts may require AFS suppliers to, or may give AFS suppliers the right to, protect or give priority to a particular category of people when making certain hiring or employment decisions.

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### **2.2 Comply with “revolving door” and Procurement Integrity Act restrictions**

Accenture Federal Services suppliers observe “revolving door” post-Government employment restrictions and do not engage in employment discussions with current Government employees unless the employees have recused themselves from work involving the supplier. AFS suppliers abide by any compensation bans applicable for Government employees after leaving Government employment.

### **2.3 Complete all AFS-required trainings by their applicable deadlines**

Accenture Federal Services suppliers help their employees comply with our Supplier Standards of Conduct by ensuring that their employees take AFS-provided training when required by contract.

## **3. Client Value Creation**

Accenture Federal Services suppliers provide value for money and continually seek to improve their products and services.

### **3.1 Deliver quality and comply with terms and conditions of AFS contracts**

Accenture Federal Services suppliers comply with all AFS and customer specifications, requirements, terms, and conditions set forth in their contract. AFS suppliers do not substitute a different product or service or use independent contractors to support AFS contracts without prior written authorization. AFS suppliers follow all applicable AFS and customer security requirements.

### **3.2 Submit accurate proposals, invoices, and certifications to AFS**

Accenture Federal Services suppliers that prepare proposals, engage in contract negotiations, or otherwise communicate with clients in collaboration with or on behalf of AFS ensure that all statements, communications, and representations are accurate and truthful. AFS suppliers submit accurate and timely invoices and promptly correct and notify AFS of any invoice errors or overpayments. AFS suppliers ensure their employees maintain accurate and complete time and expense entries and reports. AFS suppliers ensure all costs are appropriately allowable and allocable. AFS suppliers ensure the accuracy of all submissions to either AFS or its clients.

### **3.3 Maintain accurate books and records and provide audit assistance**

Accenture Federal Services suppliers maintain accurate books and records in accordance with regulatory requirements for document retention timelines. AFS suppliers provide prompt assistance when asked by AFS to participate in an audit response or Government investigation.

### **3.4 Comply with the Anti-Kickback Act**

Accenture Federal Services suppliers enter into agreements based on merit and do not accept kickbacks in any form, including contingency fees, gratuities, commissions, rebates, or discounts that are made for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract, or in connection with a subcontract relating to a prime contract.

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### 3.5 **Ensure accessibility to Persons with Disabilities**

Accenture Federal Services suppliers ensure that accessibility needs are included as part of their own procurement processes. AFS suppliers who sell or license hardware, software, web and internet-based content, learning and information technology or offer technology solutions as part of their products and services must also ensure that all products, software and/or services that are provided to AFS meet all applicable accessibility standards, including (but not limited to) Section 508 of the Rehabilitation Act of 1973, as applicable, Web Content Accessibility Guidelines 2.0AA (WCAG 2.0 AA), and any update or revision to these Guidelines.

## 4. **One Global Network**

Accenture Federal Services suppliers mobilize the power of teaming to consistently deliver exceptional products and services. They understand and comply with laws and regulations that apply to their business

### 4.1 **Comply with applicable competition laws**

Accenture Federal Services suppliers understand and comply with all applicable competition laws, including those related to teaming and information-sharing with competitors (whether through joint ventures, alliances, or other collaborations).

### 4.2 **Do not seek or obtain competitors' non-public proprietary information or Federal Government sensitive information relating to a procurement**

A critical aspect of Federal Government competitions is a level playing field. A competitor with access to protected information belonging to the Federal Government or another competitor may have an unfair advantage. AFS suppliers do not seek to obtain non-public competitor or source selection information during Government competitions. If such information comes into the hands of an AFS supplier, the AFS supplier acts appropriately to contain it and notifies AFS and the impacted parties.

### 4.3 **Do not make improper "contingent payments" to obtain Federal Government business**

Accenture Federal Services suppliers do not make payments to third parties that are contingent solely on the supplier or AFS receiving Federal Government business.

### 4.4 **Comply with all applicable international trade regulations and deliver products and services that meet the Federal Government's country of origin and domestic preference restrictions**

Accenture Federal Services suppliers understand and comply with all applicable international trade regulations (i.e., export controls, economic sanctions, and anti-boycott laws). AFS suppliers do not alter or remove the country of origin markings on products to be delivered to the Federal Government. AFS suppliers purchase services for use on Federal engagements in compliance with applicable domestic preference laws.



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### 4.5 Do not perform work outside of the United States

Accenture Federal Services suppliers do not perform AFS-related work or take information related to an AFS contract outside of the continental United States without prior written approval from AFS.

### 4.6 Comply with all conflict minerals rules and laws

Accenture Federal Services suppliers comply with all applicable conflict minerals rules and adopt policies and procedures that are reasonably designed to prevent products or parts that are not responsibly sourced from entering Accenture Federal Services' supply chain.

Accenture Federal Services suppliers participate in Accenture Federal Services' due diligence efforts by (i) annually reporting to AFS regarding 3TG minerals (tantalum, tin, tungsten, and gold) being sourced for parts that are used in AFS products, (ii) cooperating with any inquiries or due diligence that AFS chooses to perform with respect to the 3TG minerals used in its products, and (iii) working with their own suppliers to identify the chain of custody of any 3TG minerals supplied and used in Accenture Federal Services' products (including the country of origin, smelter or refiner, mine location, and status of any 3TG Minerals).

### 4.7 Protect and use data and new technologies responsibly

Accenture Federal Services suppliers safeguard the data of AFS, its clients and business partners, including their employees and customers, as well as the data of third parties. AFS suppliers obtain appropriate permissions to utilize such data for advanced analytics and artificial intelligence. Suppliers do not use such data to train artificial intelligence technologies or models without Accenture Federal Services' specific and express permission to do so. In addition to complying with data privacy and other applicable laws and protecting data from unauthorized use or disclosure, AFS suppliers use data—and related new technologies—responsibly and address ethical and legal considerations that may arise.

Certain Accenture Federal Services Suppliers are required to follow AFS policies addressing acceptable use and requirements for the protection and use of AFS company, client and other third-party information, devices, and technology. At a minimum, AFS suppliers protect Accenture Federal Services' data and information, store it appropriately, use authorized devices, and comply with applicable data protection, classification and security laws, regulations and contractual obligations.

### 4.8 Design, develop, and deploy artificial intelligence responsibly

Accenture Federal Services suppliers are responsible for the governance, design, development, monitoring, and performance of their AI systems. They prioritize human-centric approaches in their processes, establish governance frameworks that uphold honesty and fairness in system decisions, and ensure that their AI systems are safe, secure, auditable, transparent, and explainable. The outcomes of AFS supplier AI systems align consistently with Accenture's core values, Code of Business Ethics, Responsible AI Principles, AFS Standards of Federal Business Ethics and Conduct, and Accenture Federal Services' commitment to being a responsible business.

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### 4.9 Comply with all applicable lobbying requirements

Accenture Federal Services Suppliers are knowledgeable of and compliant with all applicable lobbying rules and regulations, including the Lobbying Disclosure Act of 1995. They report their time spent working with Federal Government representatives accurately and timely and are registered when required. AFS suppliers coordinate with AFS Government Relations for all matters pertaining to lobbying on behalf of AFS and its subsidiaries.

## 5. Respect for the Individual

Accenture Federal Services suppliers value diversity, ensure an inclusive environment, and treat people with respect and dignity.

### 5.1 Treat people with respect and dignity

Accenture Federal Services suppliers treat people with dignity and respect and maintain a respectful and safe workplace. They do not tolerate physical violence, threats, corporal punishment, mental coercion, verbal abuse, disrespectful behavior, bullying or harassment of any kind (whether or not such harassment is legally prohibited).

### 5.2 Allow employees the freedom of association and collective bargaining

Accenture Federal Services suppliers recognize and respect the right of their people to freely join or refrain from joining worker organizations of their choosing and enter into collective bargaining as permitted by law.

### 5.3 Do not use, encourage, or engage in forced labor, human trafficking, or harmful child labor

Accenture Federal Services suppliers do not use, encourage, or engage in human trafficking, slavery, servitude, forced, bonded, compulsory, indentured, or involuntary labor. Employees of AFS suppliers voluntarily agree to the terms and conditions of their employment without coercion and can freely terminate their employment either (i) immediately without notice, or (ii) on reasonable notice (required notice periods are always set out in employment contracts and vary in relation to the seniority of the employee and the requirements of local laws).

In addition, where permitted by applicable local employment laws, AFS suppliers may recover from an employee who terminates their employment within a defined period: (i) training expenses, (ii) payments made for retention purposes, and (iii) hiring bonuses or other variable compensation. Notwithstanding this, AFS suppliers do not require employees to work a longer period than their contractual notice period for the AFS supplier to recover such expenses, payments, or bonuses.

Accenture Federal Services suppliers do not use, encourage, or engage in human trafficking. They do not, among other things: destroy, conceal, confiscate, or otherwise deny employees' access to identity or immigration documents; charge workers recruiting fees; employ recruiters that violate labor laws; provide housing that fails to meet safety or housing laws; use fraudulent or misleading recruitment practices; or fail to provide written work documents, where required, or provide documents in a language that their workers do not understand.

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Accenture Federal Services suppliers do not use, encourage, or engage child labor. Child labor means labor that deprives children of their childhood, their potential, and their dignity, and that is harmful to their physical or mental development. AFS suppliers understand and do not violate applicable laws regarding minimum age requirements. They do not employ people under the age for completing compulsory education. AFS suppliers may operate workplace apprenticeship, work experience, or internship programs that comply with applicable laws.

### 5.4 Comply with all applicable employment laws

Accenture Federal Services suppliers comply with all applicable employment laws and regulations, including those around working time, overtime, and minimum wage requirements. In addition, AFS strongly encourages all its suppliers whose people directly provide services to AFS and/or its clients to commit to paying all such people a living wage, which will be higher than the legal minimum wage requirement and will consider relevant actual living costs.

Accenture Federal Services suppliers abide by applicable Government requirements to verify U.S. Citizenship. Suppliers follow established guidelines and communicate specific requirements to potential hires seeking to work on client engagements that impose special requirements for access to restricted Federal Government-owned facilities and information, including security clearances.

### 5.5 Provide a safe, healthy work environment

Accenture Federal Services suppliers are committed to the health and safety of their people and of visitors to their work locations. AFS suppliers comply with all applicable health and safety laws, provide a safe, healthy, and drug-free working environment, and take the necessary precautions to protect everyone from workplace injuries and occupational disease.

### 5.6 Do not participate in inappropriate use of social media

Accenture Federal Services suppliers do not tolerate disrespectful or unprofessional usage of social media (whether or not such usage relates to AFS, its business, clients, employees, or business partners) such as posting content that is abusive, malicious, obscene, threatening or intimidating, or that contains derogatory ethnic, religious, gender or other inappropriate or offensive statements in any message or post. AFS suppliers do not allow their employees to post information related to the work they do for AFS.

## 6. Integrity

Accenture Federal Services suppliers understand and comply with all applicable laws. AFS suppliers inspire trust by taking responsibility, acting ethically, and encouraging honest and open debate.

### 6.1 Do not offer inappropriate gifts or entertainment to AFS employees or third parties, and do not give or accept bribes.

Accenture Federal Services suppliers do not make bribes or any other improper payment directly or through a third party, including in the form of gifts, meals, travel, or entertainment, to AFS employees, public officials (including U.S. and foreign government and quasi-government employees), commercial clients, business partners, or other third parties; and employees of AFS

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suppliers do not accept gifts, meals, travel, or entertainment from third parties that are, or could be perceived as, bribes.

### 6.2 **Comply with all applicable anti-money laundering and counter-terrorist financing laws**

Accenture Federal Services suppliers comply with anti-money laundering and counter-terrorist financing laws wherever they do business and do not engage in or assist any third parties with these crimes.

### 6.3 **Avoid conflicts of interest**

Accenture Federal Services suppliers avoid all conflicts of interest or situations giving the appearance of a potential conflict of interest in their dealings with AFS. We expect our suppliers to provide notification to all affected parties in the event that an actual or potential conflict of interest arises.

### 6.4 **Avoid insider trading**

Accenture Federal Services suppliers and their employees comply with insider trading laws and do not use material, non-public information obtained in the course of their business relationship with AFS as the basis for trading or for enabling others to trade in the securities of Accenture or any other company.

### 6.5 **Do not use counterfeit parts**

Accenture Federal Services suppliers develop, implement, and maintain methods and processes appropriate to their products to minimize the risk of introducing counterfeit parts and materials into contract deliverables. These processes should detect counterfeit parts and materials, provide notification to recipients of counterfeit product(s) when warranted, and exclude them from the delivered product. Where applicable, AFS suppliers comply with relevant laws and government regulations related to supply chain risk management and avoidance, detection, and use of counterfeit parts.

### 6.6 **Protect the privacy of personal information**

Accenture Federal Services suppliers protect personal privacy and comply with applicable privacy and data protection laws and best practices. AFS suppliers collect only the minimum personal information necessary to accomplish the permitted purpose and will timely dispose of personal information in accordance with applicable retention schedules and legal or contractual requirements. AFS suppliers secure personal information received from AFS or collected on behalf of AFS (AFS personal information) and protect it against unauthorized access, use, and disclosure, in accordance with AFS-provided standards and contractual terms and conditions. AFS suppliers do not re-use AFS personal information for their own business purposes without specific prior written permission from AFS that identifies the specific data that may be re-used and the purpose for which it may be re-used by the supplier. AFS suppliers recognize that any collection, use, sharing, or retention of AFS personal information must be based on individual consent and/or notification, or a legitimate, compelling business purpose. In all events, AFS personal information must be handled strictly in accordance with the contractual terms and conditions agreed with AFS.

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### 6.7 Maintain an ethics and compliance program

Accenture Federal Services suppliers have, commensurate with their size and nature of their business, management systems in place to support compliance with laws, regulations, and the expectations related to or addressed expressly within these Supplier Standards of Conduct. AFS expects its suppliers to flow down the principles of these Supplier Standards of Conduct to the entities that furnish them with goods and services.

## 7. Accenture Federal Services' Audit Rights in Relation to These Standards of Conduct

Accenture Federal Services may audit, at its own cost and expense, an AFS supplier's adherence to these Standards of Conduct in relation to the locations where, or from which, goods or services are provided to AFS. Such audits may be conducted during normal business hours once annually, and AFS will provide at least 60 days prior written notice of its intention to conduct such an audit. AFS will conduct such audits in a manner that will result in minimal disruption to the AFS supplier's business and Human Resource (HR) operations. Accenture Federal Services' employees or independent representatives (who must not be competitors of the AFS supplier) may conduct these audits and will execute appropriate confidentiality agreements prior to such audits.

For the purposes of this audit, the AFS supplier will provide Accenture Federal Services' employees and independent representatives with reasonable access to relevant information about the AFS supplier's policies and procedures. The AFS supplier's reasonable costs and expenses may be charged to AFS if more than 2 business days of effort by the AFS supplier are required in relation to the relevant audit. Unless otherwise agreed in writing, AFS will not be entitled to audit other confidential information of the AFS supplier, including: (i) information about other clients or business partners of the AFS supplier; (ii) cost or pricing information not otherwise subject to review or audit under the terms and conditions of any other agreement between AFS and the AFS supplier; (iii) internal employee surveys or survey results; (iv) employee demographic information; (v) information about grievances or legal claims; (vi) legally privileged advice; or (vii) non-public personal data relating to employees (including individual training records). AFS will not be entitled to interview randomly selected AFS supplier employees.

Accenture Federal Services shall notify the AFS supplier if any matters of concern are identified by its audit, and the parties may agree to meet to discuss such concerns.

## 8. Violation of These Standards of Conduct or Applicable Laws

Failure to comply with these Standards of Conduct or with applicable laws will entitle AFS to immediately terminate the AFS supplier as a supplier to AFS and/or to disclose the matter to appropriate authorities, regulators, and/or law enforcement bodies.

Accenture Federal Services suppliers encourage a culture of transparency within their organization and supply chain and encourage employees to speak up with legal and ethical concerns, both through line management channels and/or formal reporting channels. AFS suppliers must report to AFS suspected violations of these standards by the AFS supplier (or by its own employees, contractors, sub-contractors, or suppliers). AFS suppliers must report to AFS: (i) any information related to Accenture Federal Services' financial affairs, accounting practices, or auditing matters which is inconsistent with the standards set out in these Standards; (ii) any

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information related to behavior by AFS employees which is inconsistent with these Standards; or (iii) any allegation of corruption or fraud related to AFS or work the supplier performs for AFS.

Such reports must be made to [AFS Legal](#) or to the Accenture Business Ethics Helpline, where you may report your good faith concern via the web or obtain country-specific phone number to speak with an agent 24 hours a day, seven days a week: <https://businessethicsline.com/accenture>. In most cases, you may remain anonymous when using the Accenture Business Ethics Helpline; however, you must identify your concern as relating to AFS (as opposed to Accenture). AFS suppliers must prohibit any retaliation against any AFS supplier employee who: (1) comes forward to raise, in good faith, a concern about a violation of any law and/or any violation of these Standards of Conduct; or (2) assists AFS, or a law enforcement authority, by providing information to address a concern. In these Standards, “**retaliation**” means unfair treatment of any kind that follows from the raising of a good faith concern (or any threat of such unfair treatment).

Subject always to Accenture Federal Services’ disclosure rights in this section, AFS treats all allegations seriously and in strict confidence. Depending on the nature and circumstances of the allegation, AFS may seek to work – if and when appropriate – with the AFS supplier and other affected parties in order to reach a proper and timely resolution.

Accenture Federal Services suppliers can report fraud, waste, or abuse to the Government’s Fraud, Waste, and Abuse hotline at 1-800-424-9098. Additionally, AFS suppliers in the United States may report concerns relating to human trafficking to the Global Human Trafficking Hotline at 1-844-888-FREE (3733) or at [help@befree.org](mailto:help@befree.org).

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**NOTE:** Nothing in these Standards or in any agreement with AFS is intended to prohibit (with or without notice to AFS or Accenture) reporting possible violations of laws or regulations to a governmental agency, regulatory body, or a local authority, or from making disclosures that are protected under whistleblower laws and regulations.

Accenture Federal Services reserves the right to update these Standards from time to time to reflect changes in the regulatory or business climate.

### Where to Go for Additional Information and Help

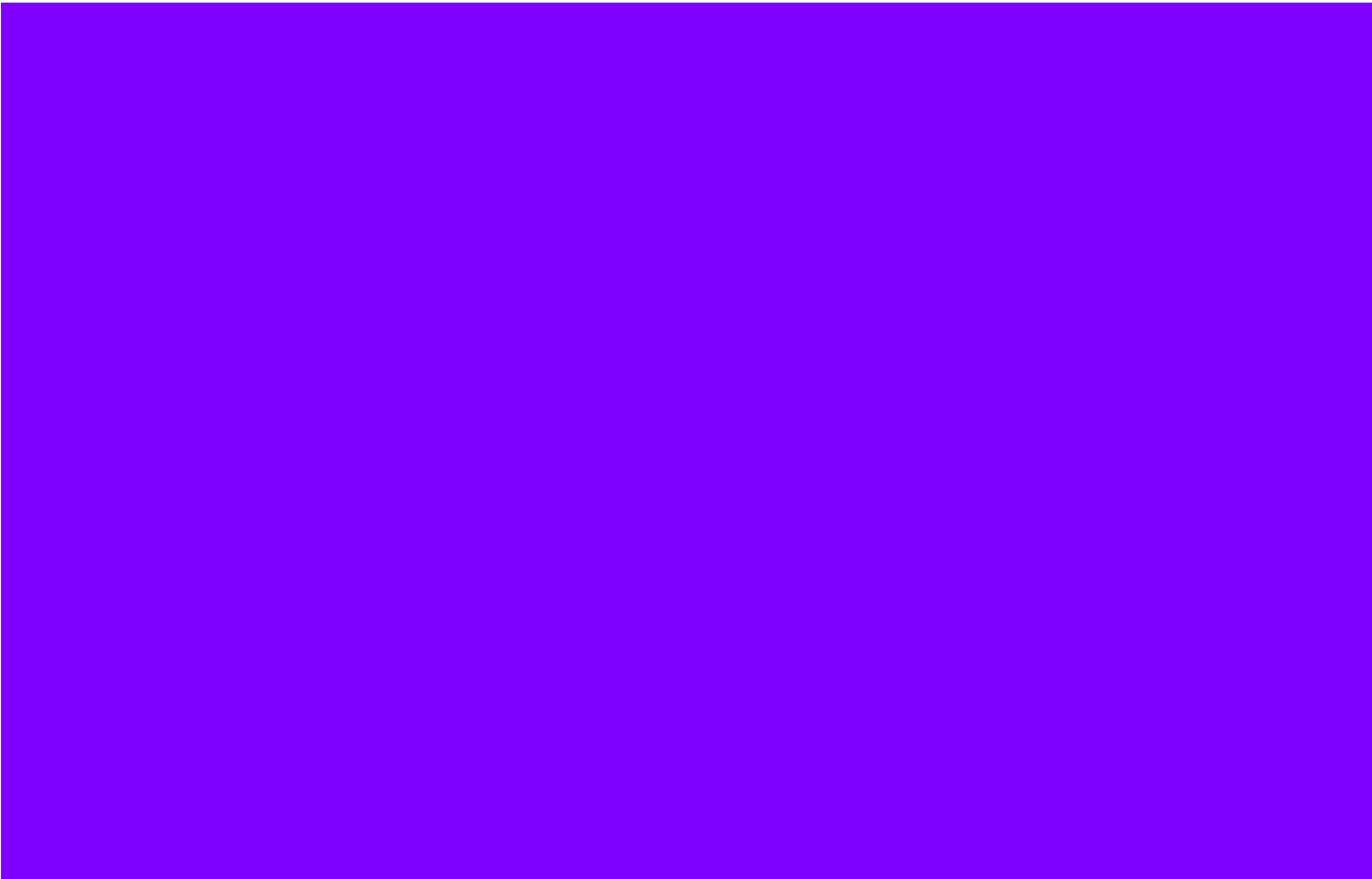
[Accenture Code of Business Ethics](#)

[Accenture Core Values](#)

[Standards of Federal Business Ethics and Conduct](#)

If you have questions about our Supplier Standards of Conduct, please contact your AFS Procurement representative.

Access to Accenture's Code of Business Ethics, the Standards of Federal Business Ethics and Conduct, these Standards, or Accenture/AFS training shall not be construed as, and in no way implies that, supplier employees are employees of Accenture or AFS; the essential terms and conditions of supplier employee employment continues to be the sole responsibility of and governed by the supplier.



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