

Supplier Relationships

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GXS bases its relationships with suppliers on lawful, efficient and fair practices. We also expect our suppliers to adhere to applicable legal requirements in their business relationships, including those with their employees, their local communities, and GXS. The quality of our supplier relationships often has a direct bearing on the quality of our customer relationships. Likewise, the quality of our suppliers' products and services affects the quality of our own products and services.

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Requirements:

Follow applicable laws and government regulations covering supplier relationships.

Provide a competitive opportunity for suppliers to earn a share of GXS's purchasing volume, including small businesses and businesses owned by the disadvantaged, minorities and women.

Enlist supplier support in ensuring that GXS consistently meets and exceeds customer expectations of quality, cost and delivery.

Do business only with suppliers who comply with applicable legal requirements as well as any additional GXS standards that may apply. Unacceptable practices include:

Employing workers younger than the required minimum age

Using forced, prison or indentured labor, or workers subject to any form of compulsion or coercion

Lack of commitment to observing applicable environmental laws and regulations

Failure to provide workers a workplace that meets applicable health and safety standards

Failure to maintain and enforce policies requiring adherence to lawful business practices

Failure to respect the intellectual property rights of others

Use of sub-suppliers to evade legal requirements.

Employee responsibilities under this Policy:

Evaluate all supplier offerings on the basis of:

Technical leadership

Quality

Reliability

Service

Price

Source only from suppliers who comply with applicable legal requirements.

Respect licensing agreements and copyright laws, including those covering computer software.

Maintain open, honest dialogue with suppliers, consistent with good business practices.

Do not participate for personal gain in any supplier's contest, game or promotion. Follow company guidelines concerning the acceptance of gifts.

Safeguard any information that GXS holds as confidential, either on its own or by agreement with a supplier.

Additional responsibilities of leaders under this policy:

Where practical, provide competitive opportunities to all suppliers – large and small; local, national and international; internal and external.

Notify Sourcing of significant problems encountered with any supplier so an assessment can be made of the company-wide impact of the situation.

General Managers must establish and document a purchase authorization and approval process for their business. It must establish criteria for such major purchases as the business deems appropriate, including limits based on broad classes or types of item. Documentation must also include authority for financial control in accordance with this and related company policies.

Officers and managers reporting to an officer have full implementing authority for this policy.

Penalties for violations:

Employees who violate the spirit or letter of GXS's policies are subject to disciplinary action up to and including termination of employment. Violation of this policy can also mean breaking the law, subjecting you or the company to criminal penalties (fines or jail sentences) or civil sanctions (damage awards or fines).

Related policies:

Complying with the Competition Laws

Conflicts of Interest

Following International Trade Controls

Improper Payments

Intellectual Property