

HEIDRICK & STRUGGLES SUPPLIER CODE OF CONDUCT

Heidrick & Struggles (“**Company**” or “**we**”) is committed to the highest standards of ethics, integrity and compliance in the business that we conduct, as well as the integration of environmental performance, social responsibility and governance practices.

Our Values – Win as One Firm, Own the Results, Grow with our Clients and Always Act with Integrity – are what guide us. These Values set the standards for how we interact with our business partners, our employees and our communities. They are outlined in the Heidrick & Struggles Code of Ethics, which Suppliers are encouraged to read. The Heidrick & Struggles Code of Ethics uses our Values as the backbone of our expectations for our suppliers.

To preserve the trust placed in us and to promote our values in the companies we choose to work with, we hold our suppliers (“**Supplier**”) to the same principles and values that we follow. This Supplier Code of Conduct (“**Supplier Code**”) sets out those principles and core values. We expect our Suppliers to uphold the standards and expectations set forth in this Supplier Code within their own business operations. Equally important to applying the Supplier Code of Conduct at their own workplace is for Suppliers to cascade it down through their own contractors or vendors.

By its acceptance of any agreement to provide services to Heidrick & Struggles, the Supplier acknowledges its acceptance of the Supplier Code and intention to comply with its requirements.

BUSINESS ETHICS

Compliance with Laws and Regulations

Comply with all applicable legislative and regulatory requirements in the provision of goods and/or services in the countries that they operate in, including but not limited to laws on discrimination and human rights, privacy and personal information rights, and fair competition and antitrust laws.

Where local laws or standards differ from this Supplier Code, we expect our Suppliers to comply with the more stringent standards and principles.

Maintain Accurate Records

Honestly and accurately record and report all business information and comply with all applicable laws regarding their completion and accuracy. Create, retain, and dispose of business records in full compliance with all applicable legal, regulatory and contractual requirements.

Trading Restrictions

Suppliers may not use material non-public information relating to the Company obtained in the course of business dealings with the Company as a basis for trading or enabling others to trade.

Conflicts of Interest

Avoid any engagement with the Company’s employees that may conflict, or appear to conflict, with the Supplier’s personal or business relations and interests.

Intellectual Property Rights

Recognize and respect the Company’s and other owners’ intellectual property rights in their trademarks, copyright, design and patents.

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Anti-corruption, Anti-Money Laundering, Counter- Terrorist Financing and Anti-Bribery

- Comply with all applicable anti-corruption, anti-money laundering, counter-terrorist financing and anti-bribery legislation and regulations in the provision of the goods and/or services.
- Have in place policies and procedures to ensure that all relevant individuals associated with the Supplier will i) avoid all forms of bribery, corrupt or fraudulent practices, and ii) not contravene such legislation and regulations.

Sanctions, Export and Trade Control

- Comply with applicable trade control regulations and sanctions related requirements.
- Promptly inform Company if any products or technologies that Supplier provides are subject to export control restrictions.

PEOPLE

Supplier Diversity and Minority-Owned Business

Heidrick believes an ethical, diverse supply chain is a vital part of our business. We expect Suppliers to work cooperatively with diverse suppliers and to develop and utilize diverse suppliers of their own while performing work on our behalf. Each Supplier must meet the following diversity requirements:

- comply with any applicable law and regulation targeted towards suppliers to governmental entities;
- use reasonable efforts to engage minority-owned businesses, women-owned businesses, LGBT-owned businesses and small businesses.
- Report to Heidrick on a regular basis the amount of spend with qualified diverse companies that can be contributed as part of purchases made by Heidrick.

Gifts and Entertainment

- Suppliers must use good judgment when exchanging business courtesies, and never give anything to gain an improper business advantage.
- Gifts and entertainment perks given to Heidrick employees, if permitted at all, should be modest and infrequent.

DATA & PRIVACY

Confidentiality, Data Privacy and Security

- Comply with all applicable privacy and data protection laws and contractual requirements in respect of the confidential or proprietary information and personal data obtained from the Company in the provision of goods/services (in particular, the collection, storage, processing and transmission of such information).

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- Protect such data and information from theft, fraud, improper access and disclosure, and misuse. In the event of any unauthorized access or disclosure, the Supplier shall promptly notify the Company.

Protection of Identity and Non-Retaliation

- Have in place mechanisms by which employees can anonymously and confidentially report workplace grievances and/or alleged improper conducts without fear of retaliation.

ENVIRONMENT

Protection of the Environment

Suppliers must comply with all environmental laws and regulations where our business is conducted. Suppliers are also expected to look to conserve resources and protect the communities and environment that surround them. Suppliers are encouraged to minimize the use of non-renewable resources, reduce and recycle waste, and minimize the environmental impact of their operations where possible. Suppliers sourcing products should present environmentally preferable options and ensure that materials are disposed of in an environmentally responsible manner.

Suppliers are expected to establish targets and be transparent in their progress toward those environmental goals. Measures and progress should include measuring, reporting and reducing their carbon emissions, transport footprints, the use of materials and resources, water use, wastes, and other emissions.

Suppliers shall report any violations or suspected violations of applicable laws, regulations and this Code to the Company by visiting <https://heidrickandstruggles.alertline.com/gcs/welcome> or contacting us at integrity@heidrick.com for more information. The Company, or an appointed third party, has the right to assess and monitor compliance with this Code by requesting the provision of relevant information and documentation for such audit purposes. Heidrick will maintain confidentiality to the extent possible and will not tolerate any retribution or retaliation taken against any individual who has, in good faith, sought out advice or reported questionable behavior or a possible violation of the Supplier Code of Conduct.

This Code may be updated from time to time. Suppliers should refer to the Company's website <https://www.heidrick.com/who-we-are/our-leadership> for the latest version.