Intuit Supplier Code of Conduct

"At Intuit we simplify the business of life. We invent solutions to important problems. We innovate." This is what we strive for every day, and we truly value the role our partners play in our success in accomplishing this outcome. We care deeply about protecting our customers' sacred data, the environment and every worker involved in our success. We strive to align ourselves with partners that also hold these values, and we thank you for your continued support in meeting the commitments outlined in the principles that follow.

Please note that this Code supplements any rights or obligations established in any agreement we may have with you as an Intuit supplier.

Ethics

We expect our business partners, suppliers, contractors and agents to conduct themselves ethically, professionally and with the utmost integrity and transparency in all of their business dealings, including complying with all applicable laws, rules and regulations.

Business Integrity

Intuit suppliers and their subsidiaries, affiliates and subcontractors agree not to engage in corruption, extortion, embezzlement or bribery to obtain an unfair or improper advantage. They shall abide by all applicable anticorruption laws and regulations of the countries in which they operate, including the Foreign Corrupt Practices Act (FCPA) and applicable international anti-corruption conventions.

Labor/Human Rights

Workers of suppliers shall be treated with the utmost dignity and respect, and suppliers agree to uphold the highest standards of human rights. Standards such as the Universal Declaration of Human Rights (UDHR), Social Accountability International (SAI) and the Ethical Trading Initiative (ETI) may be a useful source of additional information.

Freely Chosen Environment

Suppliers agree that all work should be voluntary, and workers should be free to leave upon reasonable notice. Supplier shall not withhold workers' original government-issued identification and travel documents (as a condition of employment). Involuntary labor includes transporting, harboring, transferring or receiving workers by means of threat, force, coercion or payments with the intent of exploitation.

Intuit suppliers agree to pay applicable legal wages under humane conditions. All workers shall be provided with clear, written information about their employment conditions with respect to wages before they enter employment, as well as throughout their term of employment. Deductions from wages as a disciplinary measure will not be permitted, and neither will any deductions from wages not provided for by local or national law without the express, written permission of the worker concerned. All disciplinary measures shall be recorded.

Wages and benefits paid for a standard working week shall meet, at a minimum, local and national legal standards. Suppliers agree to pay accurate wages in a timely manner, and use of temporary and outsourced labor should be within the limits of the local law.

Additionally, Intuit suppliers shall ensure that any third-party recruitment agencies are in compliance with the provisions of the law.

Child Labor

Intuit suppliers agree not to use child labor by any means. The term "child" refers to any person employed under the age of 15, under the age for completing compulsory education or under the minimum age for employment in their country, whichever is greatest.

Freedom of Association

Intuit suppliers agree to respect their employee's rights to join or form trade unions of their own choosing and to bargain collectively. Suppliers agree not to interfere with, obstruct or prevent legitimate and lawful activities. Union representatives will not be discriminated against and are allowed to carry out their roles in the workplace.

Non-discrimination and Equal Employment Opportunity

Intuit suppliers commit to providing equal employment opportunities for all applicants and employees and maintaining a workplace free from discrimination, harassment and retaliation. This includes unlawful discrimination or harassment on the basis of sex, race, color, religion, gender, age, mental or physical disability, medical condition, national origin, ancestry, marital status, veteran status, sexual orientation, gender identity, genetic information or any other characteristic protected under applicable laws.

This principle applies to all areas of employment, including recruiting and hiring, promotions and transfers, compensation and benefits.

Supplier shall, to the extent they apply, abide by the requirements of 41, §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin and require affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, protected veteran status, or disability.

If Supplier is required by federal regulations to file Employer Information Report EEO-1 (standard form 100) or Federal Contractor Veterans' Employment Report VETS-4212, Supplier certifies that it has done so or will file such reports in accordance with applicable instructions and will continue to file such reports unless or until no longer required by law or regulation.

Notice of Labor Rights and E-Verify

To the extent applicable, Intuit incorporates by reference Code of Federal Regulations, title 29, part 471, Appendix A to Subpart A, as well as any E-Verify obligations described in Federal Acquisition Regulations 52.222-54.

Health and Safety

Intuit suppliers have the responsibility to provide a safe and hygienic workplace. They agree to provide their employees with a workplace that does not have serious hazards and follow all country-specific safety and health standards. Also, suppliers agree to find and correct safety and health problems and to eliminate or reduce hazards first by making feasible changes in working conditions. Workers will receive regular and recorded health and safety training, which will be made available to all company workers. Workers shall have the right to refuse unsafe work and to report any unhealthy working conditions.

Environmental

Intuit suppliers agree to comply with all applicable health, safety and environmental laws and regulations. Adverse effects on the community, environment and natural resources are to be minimized while safeguarding the health and safety of the public. More specifically, Intuit's suppliers agree to comply with the following and handle appropriately:

• Product Content Restrictions

For any restrictions on specific substances, including labeling laws and regulations for recycling and

disposal

• Chemical and Hazardous Materials

For any chemical and other materials that pose a hazard if released to the environment, which need to be identified and managed to ensure their safe handling, movement, storage recycling or reuse and disposal

• Wastewater and Solid Waste

For wastewater and solid waste generated from operations, industrial processes and sanitation facilities, which need to be monitored, controlled and treated as required prior to discharge or disposal

• Air Emissions

For air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations, which need to be characterized, monitored, controlled and treated as required prior to discharge

• Environmental Permits and Reporting

For all required environmental permits (e.g. discharge monitoring) and registrations, which need to be obtained, maintained and kept current and their operational and reporting requirements to be followed

• Pollution Prevention and Resource Reduction

For all waste, including water and energy, which need to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials

Additionally, suppliers commit to environmental improvement and to establishment of an environmental and sustainability policy.

Sustainability

Intuit seeks to work with suppliers that partner with local governments and communities to improve the educational, cultural, economic and social well-being of the communities in which they live and serve.

Conflict Materials

As part of Intuit's commitment to a conflict mineral free supply chain, we expect our suppliers will:

- Adopt conflict-free minerals policies: Suppliers agree to support Intuit's policy regarding conflict minerals, implement reasonable management systems to support compliance with this policy and require their suppliers to take the same or similar steps
- Collect information (including the completion of the industry established reporting template developed by the EICC) from their suppliers regarding the source and chain of custody of any conflict minerals in supplied materials, and cooperate with Intuit customer inquiries regarding conflict minerals in any supplier materials. Suppliers agree to pass down conflict minerals inquiries through the levels of their supply chain to the smelterlevel
- Opt not to work with materials that are not certified as conflict-free

Advertising and Marketing

Intuit suppliers may not issue press releases or endorsements which reference Intuit or include statements attributable to Intuit without the prior written consent of Intuit, which consent should include the written approval of Intuit's Corporate Communications Department, Procurement, and its legal counsel.

If an Intuit supplier is, with our prior written approval, engaged in any advertising, marketing or promotional activities that reference or implicate Intuit, its name, logo or services in any manner, such materials should comply with all laws, rules and regulations, and should be truthful and accurate.

Intuit competes based on the strength of its products, services, reputation and fair and accurate comparisons with its competitors. Suppliers agree not to make unfair, misleading or inaccurate comparisons with the products and services of our competitors. Intuit acquires competitive and other information using only proper means and without misrepresentation, and our suppliers, their agents and permitted subcontractors agree to also.

Disclosure of Information

Intuit suppliers agree to accurately record information regarding their business activities, labor, health and safety, and environmental practices and to disclose such information, without falsification or misrepresentation, to all parties as applicable.

International Trade

Intuit suppliers agree to comply with all applicable laws and regulations concerning importing and exporting its products and services. This includes complying with regulations preventing U.S. companies from supporting or cooperating with an unsanctioned boycott of another country.

Suppliers should comply with all applicable anti-money laundering laws, as well as laws governing lobbying, gifts and payments to public officials, political campaign contribution laws, and other related regulations.

Information Security

Intuit Suppliers must:

- Respect and protect the intellectual property rights of all parties by only using information technology and software that has been legitimately acquired and licensed
- Use software, hardware and content only in accordance with their associated licenses or terms of use
- Protect and responsibly use the physical and intellectual assets of Intuit, including intellectual property, tangible property, supplies, consumables and equipment, when authorized by Intuit to use such assets
- Use Intuit-provided information technology and systems (including e-mail) only for authorized Intuit business-related purposes. Intuit strictly prohibits its suppliers from using Intuit-provided technology and systems to (i) create, access, store, print, solicit or send any material that is intimidating, harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate, or (ii) send any false, derogatory or malicious communications
- Comply with all Intuit requirements and procedures for maintaining passwords, confidentiality, security
 and privacy as a condition of providing Intuit with goods or services or receiving access to the Intuit
 internal corporate network, systems and buildings. All data stored or transmitted on Intuit-owned or leased equipment is to be considered private and is the property of Intuit. Intuit may monitor all use of
 the corporate network and all systems (including e-mail), and may access all data stored or transmitted
 using the Intuit network
- Comply with the intellectual property ownership rights of Intuit and others including but not limited to copyrights, patents, trademarks and trade secrets; and manage the transfer of technology and knowhow in a manner that protects intellectual property rights

Protecting the Information of Intuit Customers and Third Parties

If a supplier is required to gather data, they will responsibly collect, use and protect the data and personal information that customers give to Intuit. This includes the data and personal information that our customers give us about their own customers or employees.

Customer/Employee Data

If a supplier is required to gather customer or employee data, they will responsibly collect, use and protect the data and personal information of Intuit employees.

It is the responsibility of the supplier to understand and comply with Intuit privacy policies and standards, and data classification and retention policies.

Management Accountability and Responsibility

Intuit suppliers agree to ensure that the principles of this Code are communicated to their employees and throughout their respective supply chains as appropriate. Suppliers should also take proactive and appropriate steps to ensure the principles of this Code are adopted and applied by their suppliers, agents and contractors to the extent applicable.

Right to Audit

Intuit has the right to periodically perform evaluations to ensure that our suppliers, their subcontractors and their next-tier suppliers are complying with this Code and with applicable laws and regulations. Intuit has the right to visit (and/or have external monitors visit) supplier facilities, with or without notice, to assess compliance with this Code and thelaw.

Contact Information and Escalation Procedures

We have an anonymous Intuit Integrity Line to report suspected discriminatory, unethical or illegal supplier activities. As a first line of defense, suppliers should first contact their respective Intuit relationship or engagement manager with any questions or to discuss business conduct and potential ethics issues.

When necessary, the Intuit Integrity Line is available to protect third-party personnel, temporary workers, independent contractors and personnel of subcontractors. Intuit's Integrity Line is an external, third-party service for anonymous reporting 24 hours a day, seven days a week and 365 days a year. Retaliation against anyone reporting suspected violations by third party associates is prohibited and may result in termination of any applicable Intuit supplier relationship.

Anyone may contact the Intuit Integrity Line at any time:

- Within the U.S.: Call toll-free 877-379-3939 or go to Integrity Line to complete an online report
- **Outside the U.S.:** Online go to Intuit's <u>Integrity Line</u> and under "To Make a Report", select your country from the drop-down list in step one and proceed with a phone or online report.