



# Partnering with Spire

Supplier Code of Conduct

spire 

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## Honoring our mission and values

**At Spire, we believe energy exists to help people. To warm their homes, grow their businesses and move their communities forward. This belief is reflected in our mission to answer every challenge, advance every community and enrich every life through the strength of our energy.**

As our strategic business partner, you play an important part in bringing this belief to life. So, we ask and expect that you honor our mission and share our values of safety, inclusion and integrity in all you do. As an extension of our team, these foundational beliefs should be reflected in how you conduct your business every day.

In addition to adhering to our mission and values, as our business partner, we also ask that you commit to maintaining the standards, ethical business practices and compliance requirements found in this Supplier Code of Conduct.

While the following standards are not all inclusive, they do provide guidelines to follow and serve as an overview of our expectations for all those who do business with us.

## Our mission

Answer every challenge, advance every community and enrich every life through the strength of our energy.

## Our values

### Safety

Whether at a desk or in the field, safety is fundamental at Spire. We strive for exceptional safety, going beyond regulatory standards to achieve our own standard of excellence. Our promise is that we'll do everything we can to keep our co-workers, customers and communities safe.

### Inclusion

We celebrate differences, embracing diverse backgrounds, perspectives and families, and we look for common ground with an inclusive spirit. We treat everyone with respect and care, and we champion new insights and ideas.

### Integrity

We believe in doing what's right, every time. Keeping that promise is not always easy but, because it's our way of life, we don't stop until we get it right.



## Creating a culture of inclusion

Partnering with us means celebrating differences, diverse backgrounds and finding value in all that makes us unique, treating everyone with care and respect.

### Understanding your responsibilities

At Spire, we embrace diversity—not just because it’s good business—but because it’s what’s right. We live and work in the bright, vibrant and diverse communities we serve. And our goal is to strengthen and broaden Spire’s supplier and vendor base to reflect our communities and all that makes them unique. Because it’s diverse perspectives that move communities and businesses forward. It’s unique backgrounds that expand our horizons. And, it’s a variety of views that inspire innovation.

We ask our suppliers to maintain a workplace free from discrimination, where each individual has equal employment opportunity regardless of race, color, sex, age, religion, disability, national origin, genetic information, sexual orientation, protected veteran status or any other status protected by law.

By partnering with minority- and women-owned businesses, we can better understand and meet the needs of each and every person we serve, treating them as individuals and addressing their unique needs. Through these invaluable partnerships, we can also support our local economies, helping smaller businesses grow and thrive.



## Staying safe and valuing others

Partnering with us means creating an environment where everyone feels safe, valued and heard.

We expect our suppliers to apply safe and healthy work practices to all activities and exercise good judgment, including the following:

- Promote and follow all safety and health regulatory requirements to prevent accidents, minimize exposure to health risks and avoid any harmful impact to the community
- Conduct your operations in an environmentally responsible manner and in accordance with applicable environmental laws
- Ensure that your employees are fit for duty and dressed appropriately, and that their vehicles and uniforms display the proper identification



# Protecting information and assets

Partnering with us means keeping valuable company, employee, customer and third-party information safe and secure.

Protecting our information—whether it’s in reference to our employees, customers or is proprietary—is a must in our daily business transactions. We expect you to take the utmost care in handling, safeguarding, discussing or transmitting sensitive or confidential information.

The same expectation applies to protecting our intellectual property and the intellectual property of others, including trademarks, service marks, patented technology and copyrighted information. We expect our suppliers to safeguard confidential Spire information after completion of the work with Spire.

## Records management and privacy

We also expect you to honestly, accurately, and in a timely fashion, record and report all business information. This includes, without limitation, financial records to ensure the information is maintained in a manner consistent with applicable laws and regulations. It also means that effective internal controls are in place to protect and comply with these same requirements.

In addition, we expect you to protect the confidentiality and privacy of these records, allowing for their use only by authorized personnel and for authorized business purposes. It's also your responsibility to advise us immediately of any clerical or accounting errors as they become known and when there may have been an inadvertent disclosure of confidential or private information.



# Engaging in business with Spire

Partnering with us means sharing the right information at the right time and in the right place.

## Rules of engagement

We require all service providers to engage in the highest ethical standards during the source selection process. You must refrain from discussing or disclosing Spire's pricing, costs or any other contract terms with anyone other than us. If you are participating in the sourcing process with Spire, to include but not limited to: RFPs, statements of work or contracts, the information you receive as part of the process is both confidential and proprietary to Spire.

The point of contact (POC) is listed in the RFP. This is your sole point of contact regarding any Spire matters related to the RFP process. No other person at Spire may be contacted regarding that specific sourcing initiative, nor can the RFP be discussed with any other Spire employee other than the POC.

## Publicity and trademark

We require all vendors or potential vendors to obtain prior written approval from Spire if the vendor intends to use Spire's name or trademark to advertise or otherwise publicize any aspect of our relationship, except in performance of the services, or use Spire's name or any Spire trade name, trademark or service mark in news releases or in any form, including advertising or marketing.

## Legal compliance

We require our suppliers to fully comply with all laws, rules and regulations applicable to their operations and any applicable laws or regulations where we operate. In addition, we require our suppliers to comply with all Spire policies made available to you, including this Supplier Code of Conduct.



## Operating with integrity

Partnering with us means adhering to our core value of integrity in every circumstance.

### Entertainment, gifts and gratuities

Adhering to our guidelines for the exchange of small business courtesies such as gifts, moderate meals and entertainment is a requirement.

- Do not give or offer our employees or their family members gifts above nominal value. Items such as pens, coffee mugs or baseball hats are acceptable nominal gifts
- Do not give or offer gift cards or cash to our employees or their family members
- Do not give or offer our employees or their family members any type of payment (direct, indirect, under-the table), kickback or rebate based upon Spire's purchase or sale of goods or services

Acceptable forms of entertainment may include infrequent, moderate gifts or hospitality of a nominal value as part of vendor relationships.

Common business courtesies such as meals and tickets to sporting events are acceptable as long as the intent is not to improperly influence a business decision or create a potential conflict of interest.

## Conflicts of interest

We make business decisions on the merits of the services or products offered by our suppliers. We avoid any situations that may create or appear to create a potential conflict of interest.

Please let us know before entering a business transaction with Spire if you have a family member working at Spire or any of its affiliates; or if you own or have a revenue interest with a subcontractor or agent that provides a service to Spire or its affiliates.

## Antibribery and anticorruption

Suppliers must never, even through third parties, accept or offer bribes or kickbacks to obtain or gain an unfair business advantage. You also must be in full compliance with all applicable foreign and domestic anticorruption laws.



# Caring for our communities

Partnering with us means delivering on our mission to advance communities and enrich lives where we live and work every day.

We're continually challenging ourselves and asking how we can better serve our communities. We strive to align our social and environmental aspirations with our business goals, developing metrics that help us assess our progress in operating as an ethical, responsible and respected company.

We are committed to doing business in an environmentally responsible way. We use energy wisely and efficiently and employ technology to minimize the risk of environmental impact.

If the work you perform on behalf of Spire could affect the environment, you must be knowledgeable about the permits, laws and regulations that apply to your work. All vendors are responsible for making sure that Spire business is conducted in a way that is fully compliant with all environmental laws, rules and regulations.



# Administering the Supplier Code of Conduct

Partnering with us means understanding and following the guidelines laid out in this document.

We have our Supplier Code of Conduct to help you work ethically and in accordance with our core values of safety, inclusion and integrity. Becoming familiar with it, and living by it helps us maintain an inclusive, ethical workplace for our employees

While these guidelines aren't all inclusive, adhering to our mission, values and this Supplier Code of Conduct is critical to the success of our business partnership. Upholding the highest standards of ethical business conduct is a shared responsibility—ours and our suppliers. And, it is your responsibility as the supplier to ensure that your representatives understand and comply with the Supplier Code of Conduct.

## Suspected violation of the Supplier Code of Conduct

Consequences for violating the Supplier Code of Conduct are subject to the terms of your contract with us. Suspected violation can be reported to the Spire Compliance Help Line at 800-886-2553 or [www.reportlineweb.com/spire](http://www.reportlineweb.com/spire).

For additional information regarding our requirements, please refer to the Spire Code of Conduct.

Thank you for working with us and for helping us accomplish our goal of using our energy for good—always.