

## **Procurement Supplier Accreditation and Selection Process**

Sun Life is committed to fair dealing, honesty and integrity in the conduct of its business. All vendors and service providers who intend to have business relationship with Sun Life should pass through proper accreditation and due diligence as set out in the global vendor risk management policy.

Sun Life employees involved in the purchase of goods and/or services are expected to operate in the highest standard of ethical practices and must always comply with Sun Life's Code of Conduct. Employees must, at all times, avoid conflict of interest. Any actual or perceived conflict of interest are to be identified, disclosed and managed properly. In general, Sun Life employees must not accept gifts or other favors that could, in any way, influence or appear to influence business decision. The employee must not engage in any conduct that could be interpreted as directly or indirectly seeking, receiving or providing bribe.