



Vendor Code of Conduct

Doing more together.

Dinsmore & Shohl LLP (“Dinsmore”) is a full-service national law firm, established in 1908, and headquartered in Cincinnati, OH, with over 30 offices across the United States.

To ensure the integrity of its relationships and business partnerships, Dinsmore expects all of its vendors to align with and adhere to the obligations of this code. For the purposes of the code, “Vendors” shall refer to all businesses, persons and other organizations engaged to provide services or goods to Dinsmore or Dinsmore's clients.

Compliance and Ethics

Vendors must follow the law in all aspects of their business organization and operations. Dinsmore expects vendors to be aware and comply with all applicable laws and regulations in the jurisdictions in which they operate. Vendors should treat codified laws and regulations as a minimum standard, as well as follow applicable compliance norms and industry standards.

Dinsmore prohibits vendors from engaging in bribery or corruption. Vendors must comply with applicable anti-bribery and anti-corruption laws and regulations including, but not limited to, the U.S. Foreign Corrupt Practices Act. Vendors shall not provide or promise lavish gifts, entertainment, or favors to Dinsmore or other clients' employees with the intent of inappropriately influencing business decisions.

Vendors shall comply with all applicable financial regulations and follow accounting best practices. They must have the proper controls in place to ensure they do not partake in, facilitate, or enable illegal activities such as fraud, tax evasion, insider trading, and money laundering.

Conflicts of interest are prohibited. Vendors may not allow personal interests to influence their business decisions or service delivery.

Vendors must maintain adequate and accurate records, including those related to their business with Dinsmore. Records must be retained for the appropriate amount of time and follow any specified retention requirements.

Labor and Human Rights

Dinsmore expects each vendor to maintain an environment that promotes fair labor practices and treats all of its personnel with dignity and respect. Vendors must adhere to all applicable labor laws, provide commensurate wages, benefits, and working hours, and ensure freedom of association for its workforce.

Vendors must ensure they are upholding basic human rights, that their operations are devoid of forced labor, and that they are not facilitating or enabling coerced labor or trafficking in their supply chains. Similarly, child labor is prohibited, and vendors may employ only those of legal working age in the jurisdictions in which they operate.

Diversity, Equity and Inclusion

Dinsmore expects and encourages vendors to value diversity and be committed to providing an inclusive culture for its attorneys and business professionals, with no tolerance for any forms of discrimination or harassment. Vendors are expected to make genuine efforts to advance diversity, equity and inclusion initiatives, and maintain and enforce adequate anti-discrimination, equal employment opportunity and fair employment policies and practices that comply with applicable laws.

Health, Safety and Environmental Sustainability

Vendors must protect the health and safety of their workers and comply with all applicable laws, regulations, and industry standards in order to manage safety risks and prevent workplace accidents and injuries.

Vendors must also comply with any applicable environmental laws and regulations to ensure that environmental sustainability is considered as part of their social responsibilities. Vendors should be aware of the ecological effects of their operation and take meaningful steps to reduce their impact on the environment.

Artificial Intelligence

Vendors may not use Dinsmore or client data to train, improve or validate AI models or analytics tools unless expressly authorized in writing by Dinsmore. Vendor must promptly notify Dinsmore of any material issues, limitations or failures related to such tools.

Vendors remain fully responsible for accuracy, security and lawful operation of AI tools and must align with Dinsmore's professional, legal and ethical obligations.

Data Protection

Dinsmore expects that vendors place the highest importance on the confidentiality and secure management of Dinsmore's data and that of its clients.

Vendors must maintain a program that ensures the protection of all confidential information which may be received, accessed, processed or transmitted to the vendor. Confidential information includes, but is not limited to, personal information, financial information, sensitive information, protected health information, trade secrets, and intellectual property of Dinsmore and its clients. Disclosure and handling of confidential information must be limited to only those with a reasonable need to know and the data may be used only for the business purposes the vendor was engaged to complete. Vendors may not share confidential information with any third parties without first obtaining Dinsmore's written approval. Vendors must enforce these same data protection standards with all approved third parties.

In the event of any suspected or confirmed disclosure of confidential information to an unauthorized party, the vendor must immediately notify VendorRiskManagement@Dinsmore.com and cooperate with any investigation as a result of the incident.

Audit and Reporting

Vendors shall not retaliate against any personnel who raise good faith concerns about unethical business practices, violations of applicable laws and regulations or security weaknesses or incidents.

If the vendor or vendor's personnel suspects or become aware of any violations of this Code, they must immediately notify VendorRiskManagement@Dinsmore.com.

Dinsmore reserves the right, upon reasonable notice and in a manner appropriate to the nature of the services provided, to assess a vendor's compliance with this Code of Conduct. Vendors are expected to cooperate in good faith with any such assessment and to promptly remediate any identified deficiencies.

Failure to comply with this Code or applicable laws and regulations, as well as failure to report potential violations, may result in termination of Dinsmore's relationship with the vendor.



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