# CODE OF CONDUCT Supplier Code of Conduct



The supplier and the supplier's management and employees have committed to socially responsible company management. The supplier actively works towards acting ethically and lawfully, especially in the areas of working conditions, social and environmental responsibility, competition and transparency, by sustainably observing, adhering to and promoting the values and principles referred to in the following.

## 1. Compliance with laws

The applicable laws and other regulations of the countries in which the supplier operates are observed.

## 2. No corruption or bribery

The supplier does not tolerate any form of corruption or bribery, as defined in the UN Convention (United Nations Convention Against Corruption of 2003, in force since 2005). Bribes and other corrupt actions which seek to obtain an undue advantage are prohibited. The supplier must neither offer nor receive, directly or indirectly, any bribes, non-transparent commission or other dishonest payments from persons or organisations. This applies to governmental authorities, individual government representatives, private companies and all the employees of these organisations.

#### 3. Fair competition

The rules of competition and anti-trust law are observed. The supplier promotes ethical and legally fair competition;

#### 4. Respect of the basic rights of employees

- The supplier bases its actions on ethical values and principles, and therefore promotes equality of
  opportunity and the equal treatment of employees, regardless of gender or age, ethnicity or
  nationality, social and cultural origin, any disabilities, sexual orientation, political or religious
  convictions.
- The supplier respects the right of employees to freedom of association, freedom of assembly and collective bargaining and wage negotiations, insofar as this is legally permitted and possible in the respective country.
- The supplier actively supports the promotion of human rights. The supplier observes human rights in accordance with the UN Charter of Human Rights (Universal Declaration of Human Rights, UN Resolution 217 A (III) of 1948).
- The supplier respects the privacy and personal rights of every individual.
- The supplier guarantees the health and occupational safety of employees, and promotes a safe working environment which is conducive to good health in order to prevent accidents and injuries.
- The supplier protects employees from corporal punishment and physical, sexual, psychological or verbal harassment or abuse, and prevents forced labour.
- The supplier guarantees the right to freedom of opinion and free expression of opinion.

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 The supplier guarantees that labour standards in relation to remuneration, in particular with regard to the level of remuneration, and with regard to maximum working hours are observed in accordance with the applicable laws and regulations.

#### 5. Child labour

The supplier adheres to the prohibition of child labour, i.e. the employment of persons younger than 15 years of age, insofar as the local legal provisions do not define higher age limits, and insofar as no exceptions are permissible (ILO Convention No. 138 of 1973 and ILO Convention No. 182 of 1999).

## 6. Environmental protection

- The supplier meets the provisions and standards of the applicable environmental protection regulations, and acts in an environmentally friendly manner at all its locations.
- The supplier will obtain all the required environment-related approvals and authorisations and adhere to the operational requirements and reporting obligations contain therein.
- The supplier treats natural resources responsibly and endeavours to minimise pollution and continuously improve environmental protection within the scope of its business activities.
- The supplier observes the specifications for regulated substances and product components and all
  applicable laws on the prohibition or restriction of use, content and handling of certain substances,
  in particular RoHS, WEEE, REACH and California Proposition 65, and similar laws and regulations.
- The supplier provides us with all the information in relation to the substances and product components, such as material declarations, voluntarily.
- The supplier ensures that the products it supplies are not contaminated by paint-wetting impairment substances ("PWIS") and do not emit these substances. Such substances include silicones, fluoride- (PTFE) containing substances and certain oils and greases.
- The supplier must monitor, treat and/or dispose of any waste, waste water and/or air emissions
  generated during its business activity, even if they do not represent hazardous substances, in
  accordance with the applicable laws.

#### 7. Conflict minerals

The supplier confirms that, to the best of its knowledge and belief, the products it supplies do not contain what are referred to as conflict minerals (tin, tantalum, tungsten, gold), the sale of which supports the armed conflict in the DR Congo.

### 8. Data protection

When collecting and processing personal data, the supplier shall observe all applicable laws and ordinances.

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## 9. Auditing and corrective action

The supplier shall store all documents and make them available to us on request in order to verify adherence to this Code of Conduct. The supplier grants us the right to audit and inspect the supplier's locations and all relevant documents. If, during such an inspection, we conclude that the supplier is not observing this Code of Conduct, the supplier will take the required corrective action immediately.

In the event that the supplier or the supplier's own suppliers do not meet the requirements of this Code of Conduct, we shall have the right to terminate the business relationship with the supplier.

The supplier will make agreements with its subcontractors granting us a corresponding right to audit the subcontractors.

### 10. Supplier declaration

The supplier commits to observe all the principles of this Code of Conduct and, as far as possible, to oblige all its own suppliers in the rest of the value chain to adhere to appropriate rules of conduct.
Place, date
Management

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