

# SUPPLIER CODE OF CONDUCT

At SAERTEX multiCom, sustainability is firmly anchored in our corporate culture. Together with our business partners, we want to build a socially fair, ecologically responsible and economically efficient value chain. We strive for partnerships and supply relationships based on equality. We select our business partners carefully and make sure that they share our values and standards. We expect our suppliers to take a proactive approach to implementing and complying with the standards set out in this Code. Together we pursue the goal of shaping a sustainable future and making our contribution to a responsible society.

TOGETHER WE ACT...



**SOCIALLY  
FAIR**



**ECOLOGICALLY  
RESPONSIBLE**



**ECONOMICALLY  
EFFICIENT**



At SAERTEX multiCom, we see social justice as a fundamental value that characterises our corporate culture and our actions. We firmly believe that a socially fair society is the basis for sustainable growth and long-term success. Our commitment to social justice extends to various aspects of our organisation, from our work culture to our collaboration with external parties and our contribution to society.

We are committed to transparent and fair business practices and expect our partners to assume social responsibility and comply with the same standards in terms of working conditions, human rights and environmental protection. By working cooperatively with our external partners, we ensure that our entire value chain is organised in a socially fair manner and that we contribute to sustainable development together.

WHAT WE EXPECT FROM OUR PARTNERS:

#### **EMPLOYMENT RELATIONSHIPS**

We expect you to treat your employees with respect. You reject any form of unlawful punishment, abuse, harassment, intimidation or other unworthy treatment of employees. You comply with the applicable labour law in all employment relationships and expect the same from your contractual partners. At the beginning of the employment relationship, employees must be provided with comprehensible information about the essential working conditions, including their rights and obligations as well as working hours, remuneration, payment and accounting modalities. You respect and protect the right of employees to terminate their employment relationship in compliance with the relevant notice period.

#### **PROHIBITION OF CHILD LABOUR AND PROTECTION OF YOUNG WORKERS**

You do not tolerate child labour and observe the applicable legal minimum age for admission to employment. In any case, you do not employ persons under the age at which compulsory education ends under the law of the place of employment or under the age of 15. We expect our contractual partners to have appropriate means of determining age in order to prevent child labour. If child labour is detected, all necessary measures must be taken immediately to focus on the welfare, protection and development of the child. The rights of young workers under the age of 18 must be respected; they may only be employed if it is ensured that the working and employment conditions neither pose a risk to their health, safety or morals nor are detrimental to their development.

#### **BAN ON FORCED LABOUR**

You reject all forms of forced labour, including slavery or slavery-like practices, human trafficking or other involuntary labour and services that are incompatible with internationally recognised labour and social standards.

#### **FAIR REMUNERATION**

You comply with the legal requirements or - where applicable - collectively agreed provisions when remunerating labour services. You ensure that the wages you pay do not fall below the applicable regulations or collectively agreed minimum wage or the minimum wage customary in the industry. In countries or regions without legal regulations or collectively agreed wage framework, you will pay particular attention to ensuring that the wages paid for regular full-time work are sufficient to fulfil the basic needs of the employees. You will not tolerate wage deductions that are not authorised by law, including wage deductions as a disciplinary measure.

#### **FAIR WORKING HOURS**

You comply with the legal requirements or applicable collectively agreed provisions on working hours, including overtime, rest breaks and holidays. In any case, you ensure that the regular weekly working time does not exceed 48 hours plus a maximum of 12 hours of overtime per week, that the right to rest breaks is observed on every working day, that six consecutive working days are regularly followed by a day off and that public or religious holidays and leave are respected. Overtime is compensated or remunerated at least in accordance with legal regulations or collectively agreed provisions; it is ordered in exceptional cases and exclusively on a statutory, collectively agreed or contractual basis.

#### **FREEDOM OF ASSOCIATION**

You respect the right of employees to freedom of association, freedom of assembly and the right to collective bargaining, insofar as this is legally permissible and possible in the respective country of employment. If this is not permitted, seek appropriate compromises for your employees.

#### **DIVERSITY AND INCLUSION, PROHIBITION OF DISCRIMINATION**

You promote a working environment that enables inclusion and in which the diversity of employees is valued. You are committed to equal opportunities and reject any form of discrimination or unjustified unequal treatment in employment, for example on the basis of national and ethnic origin, social background, health status, disability, sexual orientation, age, gender, political opinion, religion or belief. You also take into account the principle of equal pay for male and female workers for work of equal value.

#### **HEALTH AND SAFETY AT THE WORKPLACE**

You comply with national and international occupational health and safety standards and ensure a safe and healthy working environment in order to maintain the health and safety of employees, protect third parties and prevent accidents, injuries and work-related illnesses. This includes regular risk assessments of workplaces and the implementation of appropriate hazard prevention and precautionary measures, including the provision of suitable personal protective equipment. You ensure that employees are trained in all relevant health and safety topics.

**RESPECT FOR PERSONAL PROPERTY**

You respect personal property, in particular you undertake to respect the applicable property rights and to refrain from any form of unlawful eviction or unlawful deprivation of land, forests and waters for acquisition, development or other use that is essential to the livelihood of one or more persons.

**ADEQUATE PROTECTION OF YOUR OWN COMPANY**

When hiring private or public security forces to protect your company, you ensure that the use of security forces does not result in torture, inhuman or degrading treatment, injury to life or limb, or the impairment of freedom of association or union.

**MANIFESTLY UNLAWFUL BEHAVIOUR OR OMISSION**

Furthermore, you will not tolerate any unlawful act or omission that is directly capable of impairing a protected legal position in a particularly serious manner and the unlawfulness of which is obvious when all relevant circumstances are reasonably assessed.

**SOCIAL COMMITMENT**

You are actively involved in social projects, support charitable organisations and are committed to promoting education, environmental protection and social justice. Their aim is to support those who are disadvantaged and work together to build an inclusive and just society.



At SAERTEX multiCom®, we consider ecological responsibility to be a fundamental value that characterises our actions and our corporate culture. Our vision "Innovation for a resource-saving future" forms the basis of our commitment to sustainability. We recognise that protecting the environment is of crucial importance and that we must play an active role in overcoming ecological challenges. Our aim is to shape a resource-efficient future through innovative products, technologies and raw materials and to make a positive contribution to protecting the environment.

We expect our partners to assume ecological responsibility and to adhere to the same standards in terms of conserving resources, minimising environmental impact and protecting the climate.

WHAT WE EXPECT FROM OUR PARTNERS:

#### **PROTECTION OF THE ENVIRONMENT AND CLIMATE**

You fulfil your environmental responsibility by complying with the applicable legal requirements and recognised standards for the protection of the environment and climate and making efforts to continuously improve the impact of business activities on the environment and climate. You take appropriate measures that are based on legal and internationally recognised standards and cover the following topics, among others: Proper and responsible handling of hazardous substances and other chemicals as well as waste, including disposal; efforts to reduce or avoid waste and minimise emissions from operations (e.g. waste water, exhaust air, noise, greenhouse gases); conservation of natural resources, for example through measures to save water, chemicals and other raw materials; promotion of the use of circular and other climate and environmentally friendly technologies, processes, raw materials and products; efforts to increase energy efficiency and the proportion of green or renewable energies in energy consumption at all company locations. They also observe the principles for the protection of animals and biodiversity.



At SAERTEX multiCom, we strive not only to act in an ecologically responsible manner, but also to be economically efficient. We are convinced that a solid economic basis provides us with the necessary resources and freedom to achieve our sustainability goals and have a positive impact on society.

This performance can only be based on ethical business practices and integrity. For this reason, we at SAERTEX multiCom only pursue legitimate business objectives and practices and only maintain business relationships with reputable partners. We behave fairly and respectfully towards our business partners and customers. We respect the different legal, economic, social and cultural backgrounds and circumstances of the countries and regions in which we operate. We always base our business activities on universally recognised ethical values and principles, including integrity and respect for human dignity. We are in favour of free and fair global trade and comply with the laws and regulations of the countries and regions in which we do business.

WHAT WE EXPECT FROM OUR PARTNERS:

#### **CORRUPTION, TRADE CONTROL, MONEY LAUNDERING**

We expect you to reject any form of bribery and corruption and to avoid even the slightest appearance of it - whether by granting or accepting improper advantages. You act in accordance with the applicable import and export control regulations and comply with the legal requirements for the prevention of money laundering.

#### **FAIR COMPETITION**

We expect you to be committed to free and fair competition. You will not tolerate any anti-competitive agreements and will ensure that you act in accordance with the applicable antitrust laws. You refuse to gain competitive advantages through unfair business practices.

#### **PERSONAL DATA, PROTECTION OF CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY**

We expect you to comply with the applicable legal and regulatory requirements for the processing of personal data and information security when handling the personal information of employees, business partners and customers. You take great care to ensure that business secrets and other confidential

information entrusted to you are adequately protected against unauthorised acquisition, use and disclosure, at least in accordance with the relevant regulation provisions on the protection of business secrets.

You respect the intellectual property of your business partners, customers and other third parties and take appropriate precautions to protect intellectual property rights when transferring expertise and technologies.

## **SELF-COMMITMENT OF THE SUPPLIER**

We see ourselves as part of the society in which we do business and are committed to socially responsible corporate governance by considering the direct and indirect effects of our business activities on society and the environment and constantly endeavouring to achieve an appropriate balance of interests in economic, social and environmental terms. We act in accordance with generally recognised values and principles such as integrity and legality and, in particular, observe the internationally recognised human rights and labour standards as set out in this Code of Conduct. We share the objectives and content of this Code of Conduct and will make every appropriate and reasonable effort within the scope of our respective legal and actual possibilities to fulfil the voluntary commitment on an ongoing basis at all our company locations in Germany and abroad. If existing national regulations conflict with the contents of this Code of Conduct or if the national context makes it impossible to comply with them without restriction, we will look for ways to fulfil the requirements of the Code of Conduct as far as possible.

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Date, signature

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Company, position