

# Code of Conduct and Ethics for Suppliers

## INTRODUCTION

It is an essential part of our business to offer products and services, which raise no ethical concerns and do not compromise our client's business in any way.

It is our aim to be a responsible partner, who proactively supports human rights, ethics, and sustainability as well as good working and environmental conditions at the workplaces of our partners. We firmly believe that places of work that meet high standards can help create competitive advantages throughout the entire values network. As in all our other processes, these are areas in which we intend to keep improving.

For us, CSR or ESG principles have strategic significance – on the one hand in relation to who we are and how we perceive ourselves – and on the other hand in relation to our client's needs for both today and in the future.

Striving for success, especially economic growth, must be something that happens in a way that takes both humans as well as the environment into consideration.

The purchasing department plays an important role regarding this matter by selecting products and services, that safeguard the health of humans and help reduce negatives effects on the environment. In order to achieve this goal, our purchasing department pursues these principles for a sustainable development in cooperation with our suppliers, contractors, subcontractors and service providers.

We encourage our partners to join us in these endeavors!

## COMMITMENT OF SALESIANER

SALESIANER always models itself on existing national and international legal regulations and, where reasonable, aims to exceed the standard set by these rules. The company also aims to pursue ethical approaches together with its suppliers.

For this purpose, SALESIANER suppliers are required to consider the following legal doctrines when working to comply with the principles set forth hereunder:

- National or international rules relating to the activities of SALESIANER
- The Universal Declaration of Human Rights by the United Nations
- Fundamental Conventions of the ILO
- Guiding principles of the Organisation for Economic Cooperation and Development (OECD) for multinational enterprises

According to the applicable laws and international standards listed above, SALESIANER hereby defines its principles of action concerning all activities relating to purchasing management; these standards naturally apply to our in-house practices as well.

## **SUPPLIERS' OBLIGATIONS**

This Code of Conduct and Ethics for Suppliers demonstrates our intention to keep social and environmental obligations together with our suppliers.

SALESIANER therefore asks Suppliers to sign this Code of Conduct and Ethics for Suppliers, through which they undertake to:

- Comply with this Code of Conduct and Ethics for Suppliers
- Ensure that their own suppliers and subcontractors comply with the same requirements.
- Authorise SALESIANER and/or external service providers mandated by SALESIANER to perform audits and implement any required action plans.

Suppliers recognise that compliance with principles described in this Code of Conduct and Ethics for Suppliers is an essential component of the business relationship. In the event that a supplier is unable to comply with any of these provisions, it is required to inform the concerned entity to jointly agree on corrective and preventive measures and a schedule. The supplier's noncompliance with any of these principles may constitute grounds to discontinue the business relationship.

## **LABOR- AND HUMAN RIGHTS**

**SUPPLIERS MUST ASSURE THE HUMAN RIGHTS OF EMPLOYEES, AND TREAT THEM WITH DIGNITY AND RESPECT AS UNDERSTOOD BY THE INTERNATIONAL COMMUNITY.**

### **NON-DISCRIMINATION**

Suppliers shall fight against all forms of discrimination, in particular in relation to gender, origin, religion, political opinions or sexual preference, and undertakes to favor cultural diversity.

Suppliers shall not discriminate against any employee based on race, color, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, national origin, or marital status in hiring and employment practices such as applications for employment, promotions, rewards, access to training, job assignments, wages, benefits, discipline, and termination.

In addition, Suppliers shall not require employees or potential employees to undergo medical tests that could be used in a discriminatory way except where required by applicable laws or regulations or necessary for workplace safety.

### **FAIR TREATMENT**

Suppliers shall commit to a workplace free of harassment and discrimination. Suppliers shall not threaten employees with, or subject them to harsh or inhumane treatment, including but not limited to sexual harassment, mental and physical coercion, and verbal abuse.

Suppliers shall undertake to perform a vigilant verification of its suppliers and subcontractors that may make use of any form of forced labor, labor under threat or constraint. If it discovers such a situation with one of its service providers, the supplier shall then immediately cease any relations with this service provider.

## **PREVENTION OF INVOLUNTARY LABOR AND HUMAN TRAFFICKING**

Suppliers shall not engage in human trafficking or use any form of slave, forced, bonded, indentured, or prison labor. This includes the transportation, harboring, recruitment, transfer, or receipt of persons by means of threat, force, coercion, abduction, fraud, or payments to any person having control over another person for the purpose of exploitation. All work must be voluntary and employees shall be free to leave work or terminate their employment with reasonable notice. Any and all potential or confirmed case of slave, forced, bonded, indentured, or prison labor shall be reported to SALESIANER without delay. Employees must not be required to surrender any government issued identification card, passports, or work permits as a condition of employment.

## **PREVENTION OF UNDERAGE AND CHILD LABOR**

Child labor is strictly prohibited. Suppliers shall only employ workers who are at least 15 years of age or reached the applicable minimum legal age, whichever is higher. Suppliers shall obtain documentation to legally prove the date of birth for all their employees. A register carrying all such records shall be maintained.

This Code of Conduct for Suppliers does not prohibit participation in legitimate workplace apprenticeship programs that are consistent with Article 6 of ILO Minimum Age Convention No. 138 or light work consistent with Article 7 of ILO Mini-mum Age Convention No. 138.

## **JUVENILE EMPLOYEES**

Compliant with ILO Minimum Age Convention No. 138, suppliers may employ juveniles who are older than the applicable legal minimum age for employment but are younger than 18 years of age, provided they do not per-form work likely to jeopardize their health, safety, or morals. Children are not allowed to do hazardous work or night work, either as juvenile employees or as apprentices.

## **WORKING HOURS**

Suppliers shall comply with national laws, and in all cases, comply with international rules on the working hours defined by the International Labor Organisation with regard to its sector of activity. Furthermore, it shall ensure that the personnel benefits from an adequate rest period. All overtime shall be voluntary and employees who refuse overtime shall not be penalized for it. Under no circumstances shall weekly working hours exceed the maximum permitted under applicable laws and regulations.

## **WAGES AND BENEFITS**

Suppliers shall pay all employees at least the minimum wage required by applicable laws and regulations and pro-vide all legally required services. In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at the premium rate required by applicable laws and regulations. Suppliers shall not use deductions from wages as a disciplinary measure. Suppliers shall offer vacation time, leave periods, and holidays consistent with applicable laws and regulations. Suppliers shall maintain a transparent and reliable sys-tem for records on working hours and wages and pay employees in a timely manner and clearly convey the basis on which employees are being paid. In addition, Suppliers shall provide accident insurance covering medical treatment for work related accidents to all employees.

## **ETHICAL RECRUITING**

Suppliers shall conduct any and all recruitment processes in accordance with the highest ethical standards. This includes the fair and transparent selection of employees, regardless of gender, skin color, ethnic origin, religion, sexual orientation, or social status. Suppliers shall ensure that all candidates are treated fairly and provided equal opportunities. Discrimination in any form must not be tolerated. Ethical recruitment practices must be based on respect, integrity, and fairness towards all applicants.

## **COMPLIANCE WITH UNION AND ASSOCIATIVE RIGHTS**

Suppliers shall respect the right of employees to associate freely with, form, and join employees' organizations of their own choosing, seek representation, and bargain collectively, as permitted by and in accordance with applicable laws and regulations. Suppliers shall protect the employees against acts of interference with the establishment, functioning, or administration of employees' organisations in accordance with applicable laws and regulations.

## **WOMEN'S RIGHTS**

Suppliers shall support and promote women's rights in all business practices. This includes gender equality, equal opportunities, and fair treatment of women regarding hiring, promotion, compensation, and professional development. Suppliers commit to creating a work environment free from gender-based discrimination, harassment, or disadvantage. The corporate culture at suppliers shall be based on recognizing the important role and equal rights of women, which they enjoy within the organization.

## **HEALTH AND WORK PLACE SAFETY**

Suppliers shall recognise that integrating sound health and safety management practices into all aspects of business is essential to maintain high morale. Suppliers shall commit to accomplish safe working conditions and a healthy work environment for all of their employees.

## **PREVENTION OF OCCUPATIONAL INJURIES**

Physical hazards shall be eliminated where possible. Where physical hazards cannot be eliminated, suppliers shall provide appropriate engineering controls such as physical guards, interlocks, and barriers. Where appropriate engineering controls are not possible, suppliers shall establish appropriate administrative controls such as safe work procedures. Appropriate personal protective equipment shall, in all cases, be provided within suppliers facilities. Employees shall not be disciplined for raising safety concerns and shall have the right to refuse unsafe working conditions without fear of reprisal until management adequately addresses their concerns.

# **PRINCIPLES RELATED TO ETHICAL INTEGRITY AND COMPLIANCE**

**SUPPLIERS, AS INTEGRAL PARTNERS, SHALL UPHOLD ETHICAL INTEGRITY AND COMPLIANCE ALONGSIDE US, ENSURING HONESTY, FAIRNESS, AND ADHERENCE TO REGULATIONS FOR MUTUAL TRUST AND RESPECT.**

## **FINANCIAL RESPONSIBILITY**

Suppliers shall be obligated to maintain transparent documentation and reporting of all financial transactions in accordance with applicable laws and standards. Suppliers are required to maintain honest and accurate accounting, ensuring integrity and credibility in all financial matters.

## **TAXES**

Suppliers shall uphold integrity and compliance in all tax matters. This includes compliance with applicable tax laws and regulations in all countries where they operate.

## **CORRUPTION**

Suppliers shall show zero tolerance towards bribery, corruption, and unlawful conduct. Suppliers are obligated to act in accordance with international anti-corruption laws and advocate for transparent business relationships.

## **CONFLICT OF INTEREST**

Suppliers shall disclose potential conflicts of interest and counteract them to maintain the integrity and fairness of their decision-making processes. In the event of a conflict of interest, suppliers are obligated to promptly re-port it and take appropriate measures to minimize or eliminate it.

## **FAIR COMPETITION**

Suppliers shall commit to fair competition and operate according to the highest ethical standards. They shall strive to promote fair competition by emphasizing transparency, open exchange, and honest business practices. Any form of anti-competitive behavior is not tolerated, and appropriate measures are taken to ensure the integrity and fairness of their business practices.

## **DATA PROTECTION AND DATA SECURITY**

Suppliers shall strictly adhere to applicable data protection regulations concerning the processing of personal data and implement rigorous measures to safe-guard these data. They are obligated to provide thorough training to their staff regarding data protection matters and ensure the utmost confidentiality and integrity when processing any such data.

## **WHISTLEBLOWING AND PROTECTION AGAINST RETALIATION**

Suppliers shall support the principle of whistleblowing as a valuable tool for reporting misconduct, grievances, or ethical violations. Their organizations shall provide all employees with a secure and confidential platform to report concerns or indications of wrongful behavior without fear of retaliation. They commit to protecting all whistleblowers in accordance with applicable laws. Any form of retaliation or discrimination against individuals expressing ethical concerns or revealing misconduct will not be tolerated.

# **PRINCIPLES RELATED TO THE PROTECTION OF THE ENVIRONMENT AND CLIMATE**

**ENVIRONMENTAL CONSIDERATIONS ARE AN INTEGRAL PART OF OUR BUSINESS PRACTICES. SUPPLIERS SHALL THEREFORE COMMIT TO REDUCING THE ENVIRONMENTAL IMPACT OF THEIR DESIGNS, MANUFACTURING PROCESSES, AND WASTE EMISSIONS.**

## **DEFINITION OF AN ENVIRONMENTAL MANAGEMENT SYSTEM**

Suppliers shall implement an environmental policy that aims at the continuous improvement of its practices with regard to environmental protection. In the frame of an improvement approach, supplier undertakes to fully list the environmental and social certifications (of the type ISO14001...) it possesses and to annexes the appropriate certifications.

## **REDUCTION OF THE ENVIRONMENTAL IMPACT OF THE SITES, PRODUCTS AND SERVICES**

Suppliers shall determine each and every potential effect of their production facilities, products and services on the environment, and define suitable goals to reduce the following effects:

- Use of non-renewable resources (oil, gas, metal, etc.)
- Emission of greenhouse gases
- Environmental pollution (water, soil, air)
- Influences on biodiversity
- Waste production

## **INNOVATION AND REDUCTION OF SALESIANERS' DIRECT ENVIRONMENTAL IMPACT**

Suppliers shall propose to SALESIANER products and services allowing it to reduce its direct impact, for example its energy consumption, water consumption, etc.

## **RECYCLING OF END-OF-LIFE PRODUCTS**

Suppliers shall propose, as far as possible, recyclable products that can be recycled at the end of their life, a recycling solution and a retrieval solution.

## **INNOVATION AND INCREASED IMPACT ON COMMUNITIES**

Suppliers shall propose to SALESIANER products and services that take account of the local communities.

## **PROVISION OF ENVIRONMENTAL INFORMATION**

Suppliers shall communicate to SALESIANER, upon request, all necessary information concerning: The environmental impact of the products, and the environmental reporting.

## **PROVISION OF SOCIAL AUDITS**

Suppliers shall communicate to SALESIANER, upon request, all information needed for the performance of social audits on suppliers.

Date:

Place:

Authorized signature and company stamp of Supplier: