

Supplier Code of Conduct

Status: December 2021

SURTECO is committed to ethical, ecologically and socially responsible corporate management. We strive to optimize our entrepreneurial activities and our products in consideration of sustainability aspects and expect this behavior, as it were, from our suppliers in the sense of a holistic approach. The following regulations represent mandatory requirements and apply as the basis for all future deliveries. This supplier code is based on international conventions such as the United Nations Declaration of Human Rights, Guidelines on Children's Rights and Business Conduct, Business and Human Rights, Labor Standards and the United Nations Global Compact. Our con-

tractors agree to comply with the principles and requirements of the code of conduct and are expected to contractually obligate their subcontractors to comply with the standards and regulations set forth in this document. A violation of this code of conduct may mean a restriction or termination of business relations including all related supply contracts. We reserve the right to monitor compliance with these principles and to conduct compliance audits of our suppliers and their suppliers if necessary. Our representatives must be provided with all essential information, and be given access to the documents needed to review the requirements of this supplier code.

Ethical Business Conduct



Fair Competition

A company's actions must be based on the values of honesty, justice and righteousness.

The standards of fair business, national and international trade regulations, including penalty regulations and the applicable antitrust laws shall be applied. Agreements and other activities with competitors that influence prices or conditions are prohibited.



Intellectual Property

Intellectual property rights must be respected.

Technology and know-how transfer must be carried out in such a way that intellectual property rights and customer information are protected.



Business Integrity

Fraud and corruption are to be fought in all forms.

All business activities must be based on a prohibition of all forms of bribery, corruption, extortion, money laundering and embezzlement. Procedures for monitoring and enforcing standards must be applied to ensure compliance with these requirements.



Confidentiality and Data Protection

The protection of private and operational information and data of clients, suppliers, customers, consumers and employees shall be ensured.

The collection, storage, processing, transfer and disclosure of personal information and data must comply with data protection and information security laws and applicable government regulations.



Forced Labor

Forced labor is prohibited. Everyone has the right to freely choose their work.

Forced labor includes all employment relationships in which the performance of work is compelled by force or threat or employment relationships in which workers are threatened.



Child Labor

We do not tolerate child labor.

Illegal exploitative child labor must not be permitted or tolerated in any form. Codes of conduct shall indicate that child labor is prohibited.



Discrimination

Discrimination against employees in any form is inadmissible.

Discrimination against people on the basis of gender, race, skin color, disability, political conviction, origin, religion, age, pregnancy or sexual orientation is prohibited. The personal dignity, privacy and personal rights of each individual must be respected.



Fair Working Hours and Wages

Working hours and wages must comply with legal requirements.

Working hours must comply with applicable national law or industry standards. Overtime is only permitted if it is performed on a voluntary basis. Compensation paid to workers must comply with all applicable laws on remuneration, minimum wage laws or laws on overtime work must be respected.



Occupational Safety and Health

Great importance must be attached to health and safety in the workplace.

Maintaining health and safety at work includes, for example, preventing damage to health that can be triggered by working conditions and adapting the occupational environment to physiological and psychological needs and requirements.



Freedom of Association

Freedom of association and the right to form interest groups must be respected.

All employees must be granted the right, on the basis of national legislation, to freedom of association and assembly and to collective bargaining for the regulation of working conditions.



Emission Control

Harmful environmental impacts in the form of emissions to air are to be avoided or reduced by appropriate measures.

The focus must be on limiting emissions of any kind. These can be air pollutant emissions, noise emissions as well as odor emissions, nitrogen emissions (from combustion plants) or even light immissions.



Water Protection

Impairment of surface waters and groundwater must be prevented as a matter of principle.

Environmental hazards can arise, for example, from the operation of wastewater facilities or the associated wastewater discharges or from facilities for handling substances hazardous to water.



Handling Environmentally Hazardous Substances

When handling hazardous substances, hazards must be identified and suitable protective measures taken.

Operational tasks related to the use of hazardous substances usually concern specific topics such as the assessment of hazards, substance bans, employee instruction, water protection, fire and explosion protection, or special legal requirements for certain groups of substances (e.g. water-polluting, toxic, carcinogenic substances).



Storage of Environmentally Hazardous Substances

The specifications for the correct storage of hazardous substances must be observed.

The storage of substances with certain hazardous characteristics results in requirements and demands that may be of relevance, e.g. for soil and water protection as well as fire and explosion protection.



Waste Management

Waste must be disposed of or recycled in a legally compliant and environmentally sound manner.

A sustainable circular economy with high recycling rates is to be strived for.

Compliance with legal requirements for recovery/disposal is mandatory. Risks related to waste treatment, storage and disposal are to be assessed and minimized.



Energy

Measures to improve energy efficiency are to be aimed at.

Suppliers are encouraged to find economical solutions to improve their energy efficiency, reduce energy consumption and minimize their carbon footprint.



Unlawful Expropriation and Forced Eviction

Unlawful expropriation and forced eviction of land, forests and water bodies are prohibited.

The prohibition of unlawful eviction and unlawful taking of land, forests and water bodies shall be observed.