

Together with our suppliers, we want to promote and ensure innovation and top performance in a sustainable way. Our philosophy of cooperation is based on mutual expectations, trust, and obligations. The focus is on reliability, transparency, communication, and sustainability.

The aim of this guideline is therefore the agreement of a common performance standard and the commitment to a responsible business relationship. In this context, we feel particularly committed to ethical principles.

Our expectations are in the areas of business integrity, labor practices, employee health and safety, and environmental management.

The guideline is based on our principles of responsible behavior.

Furthermore, all business activities within the supply chain must comply with the respective local laws.

The following requirements for corporate responsibility and compliance apply to us and all our suppliers.

## **I. General legal regulations**

Compliance with all relevant legal regulations is the basis for long-term and trusting cooperation. Therefore, we commit ourselves to giving us all the laws, regulations, and other regulatory regulations relevant to our company and our business activities and to ensure their permanent compliance.

## **II. Behavior of the supplier towards our employees**

In our opinion, lawful and non-discriminatory behavior towards employees is an essential prerequisite for their motivation and satisfaction and thus also for a consistently high quality of service. We are convinced that compliance with minimum standards is essential for this. We document our conviction by complying with the following requirements:

### **1. Safe and healthy working conditions**

Working conditions in our companies comply with national legal regulations and protect the physical and mental integrity and health of our employees. Low occupational accident and illness rates in our companies are essential goals.

### **2. Payment**

We pay our employees in our companies at least salaries and wages, including overtime and special benefits that cover the employees' living costs. We confirm that we are always adequately informed about the applicable statutory regulations, that the remuneration paid at least meets these requirements and, in particular, that the law on minimum wages is observed.

### **3. Equal treatment and equal opportunities**

We and our suppliers agree that any behavior under labor law and the assessment of employees are based solely on the criteria of their performance, their ethical behavior and their skills.

### **4. Working hours**

We and our suppliers adhere to the respective legal requirements for working hours and actively monitor them.

## 5. Personal rights

We and our suppliers create a working atmosphere for our employees that is characterized by openness and mutual respect and in which any kind of personal harassment is excluded.

## III. Forced and child labor

We and our suppliers will not force anyone to work against their will in our operations under the threat of a penalty or other impairment.

Furthermore, no children are employed. Children within the meaning of this Code of Conduct are people who are still of school age or are 14 years of age or younger (see Convention 138 of the International Labor Organization).

If national regulations stipulate a higher age, these are decisive.

Employees who are younger than 18 years of age may not be asked to do work that could harm them, including night work, unless otherwise regulated in the context of training and further education in accordance with local laws.

## IV. Environmental protection and conservation of ecological resources

Environmental protection and conservation of ecological resources are important to us. We are constantly improving the environmentally relevant aspects of our business activities.

We will comply with all relevant environmentally relevant regulations for our company and keep environmental pollution as low as possible during our business activities.

## V. Bribery and Corruption

We and our suppliers will refrain in any form of corruption and bribery, in particular offering, promising or granting an advantage in order to obtain an unlawful act, in particular payments to obtain unlawful advantages, as well as demanding and accepting gifts in order to obtain an unlawful act fail to provide.

## VI. Country of origin

We take our responsibility in global trade very seriously. We demand from our raw material suppliers that their materials do not come from conflict regions such as some areas of the Democratic Republic of the Congo.

We work closely with the supply chain to avoid supporting suppliers from conflict areas.

## VII. Supply chain

We are requested to encourage the creation of a code of conduct among our sub-suppliers and to support compliance by the sub-suppliers to the best of our ability.

## VII. Reporting Violations

### Report suspected violations of this Code of Conduct!

All interested parties can report suspected violations of this code to us in confidence. Email address: [office@ziegler-gruppe.de](mailto:office@ziegler-gruppe.de) Telephone: +49 7544 9566-0

As far as legally permissible, all information will be treated confidentially.

Date 15.09.2021

Peter Ziegler, Managing Director

A handwritten signature in black ink, appearing to read 'Peter Ziegler', written over a horizontal line.

Peter Ziegler, Managing director