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# Code of Conduct

**Suppliers and partners**

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## **Preamble**

As a global and modern working family company with about 1,500 employees across the entire group, the ZIEGLER GROUP is committed to ecologically and socially responsible and sustainable corporate management in every respect.

We are convinced that a business policy that is strictly based on ethical principles and adheres to the law and principles is best for all parties involved in the long term – for our own employees as well as for our partners and their employees and in the end for the ZIEGLER GROUP itself.

By working out the following *Code of Conduct* we did determine codes of practice for our suppliers and partners. They are intended to serve as orientation and represent basic requirements in order to be able to decide and act accordingly in everyday professional life. The goal of the management is unconditional compliance with legal and ethical standards, a sustainable environmental and climate protection as well as the creation of a working environment that promotes integrity, respect, and fair behaviour. We feel obliged to do so. We expect the same from our partners.

## **Respect for human dignity**

The supplier respects the humans being's dignity and is committed to the observance and protection of human rights. When dealing with employees, the supplier respects their human dignity at all times. Each of his employees is also obliged to ensure that these universally applicable fundamental rights are observed.

## **Mutual Respect**

We do not tolerate any discriminatory behaviour towards our own employees or those of our suppliers and partners due to their ethnic or national origin, skin colour, gender, religion or belief, disability, age, sexual identity or any other reasons covered by the ban on discrimination. Each individual is responsible for creating a working environment characterised by tolerance, trust and respect. We are aware of our obligation to respect the privacy and personal rights of all our employees and business partners.

## **Fair remuneration**

The remuneration paid to the workers shall comply with all applicable national laws on remuneration; this includes in particular also laws/rules on minimum wages and overtime payments. If such remuneration is not sufficient to cover the cost of living, the business partner is obliged to pay a remuneration that covers the basic needs of his employees and enables them to live at least in dignity. Wage deductions are not permitted as punitive measures. The basis on which employees are remunerated is continuously communicated to the employees in the form of a pay slip.

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## **Prohibition of child labour**

The ZIEGLER GROUP does not tolerate child labour or any form of exploitation of children and young people. Suppliers must comply with the recommendations of the ILO Conventions on the minimum age for employment of children. The minimum age for admission to employment shall not be less than the age at which compulsory schooling ends and in any event not less than 15 years.

## **Exclusion of forced labour**

An employee's services must be provided voluntarily. In particular, any form of forced labour (e.g. by withholding identity papers) is prohibited. Physical punishment, mental or physical coercion and verbal harassment are prohibited.

## **Safety at work and health protection**

The supplier is responsible for a safe and healthy working environment. By developing and implementing appropriate occupational safety systems, necessary precautions shall be taken against accidents and damage to health which may arise in connection with activity. Furthermore, the supplier must ensure that the workplaces are free of structural defects and that the fire protection regulations of the respective country are complied with. In addition, employees are regularly informed and trained about applicable health and safety standards and measures. Employees are given access to sufficient drinking water and clean sanitary facilities.

## **Fair competition and corruption/conflicts of interest**

Compliance with the rules of fair competition is the basis of the business relationship and of course a matter for the ZIEGLER GROUP. The acceptance and granting of benefits of any kind, in particular of gifts exceeding the customary business amount, to or from employees of the supplier/partner or the ZIEGLER GROUP is prohibited. The ZIEGLER GROUP expects absolute transparency from its suppliers and partners in this respect. Conflicts of interest must be communicated and solutions found in consultation.

## **Protection of intellectual property, trade secrets and other data**

The protection and respect of intellectual property, company and trade secrets as well as the re-sponsible handling of data in any form is a matter of course for the ZIEGLER GROUP - we also expect this from our suppliers and partners.

## **Environmental protection**

The ZIEGLER GROUP expects its suppliers to comply with legal and international standards and to use natural resources and not to use natural resources sparingly. A continuous minimization of environmental pollution is an essential goal. In the course of business activities, in particular during production processes, the supplier handles waste responsibly and in accordance with the applicable legal regulations. In particular, waste of water or air emissions are not discharged into the environment unfiltered.

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## Declaration of consent of the supplier/controls

By signing this document, the supplier grants to act responsible and to fulfil the specified requirements. The ZIEGLER GROUP reserves the right to check compliance with this Code of Conduct, in particular regarding employee rights and occupational safety standards, on site by arrangement. The supplier agrees and will allow and support such controls. Furthermore, it is necessary to communicate the contents of this Code to employees, agents and subcontractors in a manner that is comprehensible to them and to take all necessary precautions for the implementation of the requirements.

The ZIEGLER GROUP reserves the unilateral right to terminate such contracts in the event of a serious or sustained violation of this Code of Conduct.

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Place, Date

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Signature of the supplier or partner