

This **Code of Conduct** defines the fundamentals and requirements of **ZAUENERGROUP** with respect to its suppliers of goods and services concerning their responsibility for human beings and the environment. In case of adequate changes of the ZAUENERGROUP compliance program, ZAUENERGROUP reserves the right to change the requirements of this Code of Conduct. ZAUENERGROUP expects the acceptance of such changes by its suppliers.

### The supplier agrees to adhere:

#### Compliance with laws and regulations

- The laws and regulations of the respectively valid legal systems must be observed.

#### Prohibition of corruption and bribery

- No form of prohibition or bribery may be tolerated or engaged in, including any kind of illegally promised advantages or similar grants to administration officials which are capable for affecting the decision-making.

#### Respect for fundamental rights

- The equality of opportunities as well as the equal treatment of the employees, independent of skin colour, race, nationality, social origin, disability, sexual orientation, political or religious belief, sex and age must be supported.
- The personal dignity, privacy and personal rights have to be respected.
- Nobody may be engaged against his or her wishes or forced to work.
- Unacceptable treatment of employees must not be tolerated e.g. mental cruelty, sexual or private harassment or discrimination.
- Behaviour (incl. gestures, language and physical contacts) which is sexual, compulsory, threatening, abusive or exploiting must not be tolerated.
- Employees must be remunerated adequately and the legally defined national minimum wage must be ensured.
- The respectively defined maximum working hours must be held.
- As legally valid, the employees' freedom of association must be accepted and members of trade members must neither be privileged nor unprivileged.

#### Prohibition of child labour

- Workers that are younger than 15 years must not be employed. In states which are included in the developing countries-exception of ILO convention 138, the minimum age of workers may be reduced to 14.

#### Health and safety of the employees

- Responsibility for health and safety of the employees must be assumed.
- Risks must be confined and the best possible precautions against accidents and occupational illnesses must be taken.
- There must be trainings and it has to be sure that all employees are competent when it comes to safety at work.
- A work safety management system according to OHSAS 18001 or comparable must be assembled and executed.

#### Environmental protection

- Environmental protection in consideration of the laws and international standards has to be adhered.
- Environmental impacts have to be minimized and environmental protection has to be continuously improved.
- An environmental protection system according to ISO 14001 or comparable has to be assembled and executed.

#### Supply chain

- The suppliers' compliance with the contents of the Code of Conduct must be facilitated in the best possible way.
- The principles of non-discrimination by choosing and handling the suppliers must be maintained.

FOR SUPPLIERS OF ZAUNERGROUP

**Declaration of the supplier:**

**Hereby we confirm:**

1. We are aware of ZAUNERGROUP's Code of Conduct<sup>i</sup> (hereafter "Code of Conduct") and will comply with the principles and requirements of this Code of Conduct in addition to the terms and conditions of the supplier contracts.
2. We will respond with a written self-assessment if requested by ZAUNERGROUP in the requested form and in a reasonable period of time.
3. ZAUNERGROUP reserves the right to carry out unannounced audits by authorised representatives at any time for the purpose of controlling the compliance with the Code of Conduct.
4. We strive to pass the content of this Code of Conduct on to our suppliers and to assure them of the adherence of its principles and requirements.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Name, function (in printed letters)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company stamp

This document has to be signed by a duly authorised representative of the company and must be forwarded to ZAUNERGROUP within 20 business days after upon receipt.

<sup>i</sup> You will find the full version of the ZAUNERGROUP Code of Conduct in the download area of our website:  
<https://zaunergroup.com/en/downloads>