

POLYTEC GROUP

## CODE OF CONDUCT FOR SUPPLIERS

### *INTRODUCTION*

Acting with integrity and responsibility is an indispensable and elementary component of the corporate culture of the POLYTEC GROUP. We expect the same from our suppliers. This Code of Conduct (hereinafter referred to as "CoC") contains minimum standards for lawful action, which you as a supplier (hereinafter referred to as "Supplier") of POLYTEC fully undertake to comply with and take the necessary measures.

POLYTEC is also regularly required by its customers to comply with their CoC and to ensure the content along the supply chain, so that the Supplier can be obliged beyond the contents of this CoC if necessary.

This CoC is based on the General Code of Conduct of the POLYTEC GROUP, the Convention of the International Labour Organization (ILO), the United Nations Declaration of Human Rights, the UN Convention on the Rights of the Children, the OECD Guidelines for multinational companies and other internationally recognised agreements. Furthermore, the Supplier is obliged to be aware of the applicable relevant laws and regulations and to fully comply with them.

The Supplier shall ensure that the contents of this CoC are also communicated to and complied with by the respective subcontractors, commissioned service providers or other vicarious agents. The Supplier shall prove this upon request.

### *HUMAN RIGHTS AND WORKING CONDITIONS*

Without exception, the Supplier must ensure compliance with all human rights in accordance with the EU Charter of Fundamental Rights and the applicable labour law provisions. In particular, the following rights must be observed and complied with:

- Right to life, physical integrity, liberty and security
- Right to a fair trial
- Right to respect for private and family life
- Right to property
- Right to freedom of thought, conscience, religion and expression
- Right to fair and just working conditions

In addition, the Supplier must pay attention to equal rights and equal opportunities in the course of the employment relationships (including recruiting phase) of its employees. Harassment within the company must not be tolerated under any circumstances. The Supplier must ensure that there is no discrimination on the basis of ethnic, national or social origin, skin colour, gender, religion, belief, age, disability, sexual orientation, political opinion or other legally protected characteristics.

The Supplier must grant its employees the right to freedom of association and interest groups and ensure that members of the workers' organisations are neither favoured nor disadvantaged. Likewise, if the legally standardized requirements are met, the Supplier must implement a whistleblowing process that enables employees to report potential misconduct anonymously.

The Supplier shall grant its employees fair, appropriate remuneration and corresponding social benefits and shall not permit or tolerate any kind of child and/or forced labour within the scope of the provision of its services. POLYTEC categorically rejects any form of modern slavery and human trafficking and demands the same from its business partners.

## **RESPONSIBLE SOURCING OF RAW MATERIALS**

With regard to potential dangers arising from the extraction and export as well as the trade and transshipment of minerals from conflict-affected and high-risk areas, which may represent a major humanitarian risk, POLYTEC expects the Supplier to fully comply with the above-mentioned human and labour rights here as well.

Generally accepted standards and laws on land, forest and water rights and the prohibition of unlawful forced eviction or land deprivation must be complied with. The Supplier undertakes to exercise maximum due diligence in accordance with the OECD Due Diligence Guidelines to promote responsible supply chains for minerals from conflict-affected and high-risk areas.

Within its sphere of influence, the Supplier shall also ensure that armed groups or conflicts are not directly or indirectly financed or otherwise promoted by the processed raw materials. Human rights risks must be identified by the Supplier and, if necessary, measures must be taken to mitigate them. Necessary evidence, such as the *Conflict Minerals Reporting Template*, must be provided by the Supplier upon request.

## **CLIMATE AND ENVIRONMENTAL PROTECTION**

Climate change and environmental degradation are among the greatest challenges of our time. Sustainable and future-oriented action has therefore always been an integral part of POLYTEC's corporate culture. However, targeted environmental and climate protection are now also coming into focus due to growing urgency and more restrictive legislation, and so POLYTEC is intensifying its efforts regarding sustainability issues, for example by minimizing and recycling material waste and using renewable forms of energy.

Compliance with generally accepted standards and laws is a basic prerequisite for an intact business relationship in this area, as well as regarding animal welfare and biodiversity. The Supplier undertakes to identify and minimize its negative impact on the environment by actively working to reduce environmental emissions and waste generation and to reduce the use of natural resources and the impact on existing ecosystems.

With a proactive view towards sustainable growth and climate-friendly innovations, POLYTEC also expects the Supplier to orient itself towards more resource-saving methods and materials as well as recyclable materials, beyond the legal obligations. In the course of decarbonization, the Supplier undertakes to strive to reduce greenhouse gas emissions and, as far as possible, to rely on renewable energies and to promote environmentally friendly technologies. Likewise, the protection and preservation of soil, air and water quality must be promoted by reducing emissions and water consumption must be monitored and minimized as far as possible. One important step in this direction is responsible chemical management. Both the handling and the subsequent disposal must comply without exception with the legal requirements and be carried out responsibly and professionally.

## ***CORRUPTION, BRIBERY & FAIR COMPETITION***

Maximum integrity is essential for a sustainable and ethical corporate culture. For this reason, POLYTEC clearly distances itself from corruption, bribery, extortion and overall cash flows into illegal services and expects the same from the Supplier. The laws of the applicable legal system – in particular antitrust and competition law regulations – must be complied with in every form and violations thereof must not be tolerated.

Gifts (including hospitality and invitations) as well as similar benefits may only be granted and accepted taking into account the respective laws and the local and country-specific customs and orders of magnitude. Without exception, bribes may not be claimed, accepted, promised or granted. Price fixing, coordination of market behaviour between competitors and money laundering activities must be avoided. Cash flows and orders to third parties must be linked to lawful transactions, corresponding remuneration may only be paid and booked for customary, legal services. The services provided must be demonstrably consistent with these transactions to ensure fair competition.

## ***TRANSPARENCY***

Transparency is essential for POLYTEC and forms a stable basis for a trusting business relationship. For this reason, the Supplier is required to regularly monitor and document key figures relevant to the aforementioned requirements and sustainability aspects and to make them available to POLYTEC upon request, to the extent that they influence the existing supply relationship. Relevant key figures can be discussed and agreed upon during the annual final discussions. Legally required approvals, certifications, licenses or the like must be disclosed to POLYTEC at any time upon request within the framework of transparent reporting.

The Supplier is obliged to identify sustainability-relevant risks in its supply chain and to take measures to mitigate or eliminate them.

**We hereby confirm that we have read and understood this Code of Conduct and that it is fully complied with in accordance with our business relationship.**

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Supplier/Company/Stamp

\_\_\_\_\_  
Signature