

Eltec Technology GmbH  
Code of Conduct for suppliers

**§1 General**

This Code of Conduct (hereinafter referred to as "Code of Conduct") defines the principles and requirements of Eltec Technology GmbH (hereinafter referred to as "Eltec") to its suppliers of goods and services regarding their responsibility for people and the environment. Eltec reserves the right to make appropriate amendments or additions to this Code of Conduct in the event of current developments and changes in legal requirements or other findings and to amend or supplement the requirements and conditions of this Code of Conduct. In this case, Eltec expects its suppliers to accept these reasonable changes.

**§2 Compliance with the Laws**

Comply with the laws of the applicable jurisdiction(s).

**§3 Prohibition of corruption and bribery**

Tolerate or engage in any form of corruption or bribery, including any unlawful offers of payment or similar gratuities to government officials to influence decision-making.

**§4 Respect for the fundamental rights of employees**

- Promote equal opportunities and treatment of its employees regardless of their colour, race, nationality, social origin, disability, sexual orientation, political or religious beliefs, gender or age;
- Respect the personal dignity, privacy and personal rights of each individual;
- Not employ or force anyone to work against their will;
- Not to tolerate unacceptable treatment of workers, such as psychological hardship, sexual and personal harassment or discrimination;
- Not to tolerate behaviour (including gestures, language and physical contact) that is sexual, coercive, threatening, abusive or exploitative;
- Provide adequate remuneration and ensure the national minimum wage set by law;
- Comply with the maximum working hours set by law in the relevant state;
- Recognise, to the extent permitted by law, the freedom of association of workers and neither favour nor discriminate against members of workers' organisations or trade unions.

**§5 Prohibition of child labour**

Not to hire employees who do not have a minimum age of 15 years. In countries that fall under the developing country exception of ILO Convention 138, the minimum age may be reduced to 14 years.

**§6 Prohibition of the use of "Conflict Metals"**

"Conflict Metals" should not be used as they may contribute to armed conflict. "Conflict metals are derived from gold (Au), tantalum (Ta), tin (Sn) and tungsten (W) ores mined in the Democratic Republic of Congo or neighbouring countries.

**§7 Health and safety of employees**

To take responsibility for health and safety towards its employees; to mitigate risks and ensure the best possible precautions against accidents and occupational diseases; to provide training and ensure that all employees are competent in occupational safety; to establish or apply an occupational safety management system according to OHSAS 18001 or equivalent.

**§8 Environmental protection**

To observe environmental protection with regard to legal norms and international standards; to minimise environmental pollution and to continuously improve environmental protection; to establish or apply an environmental management system according to ISO 14001 or an equivalent system.

**§9 Supply chain**

To promote compliance with the contents of the Code of Conduct among its suppliers to the best possible extent; to observe the principles of non-discrimination in the selection of suppliers and in dealings with suppliers.

**Declaration of the supplier:**

We hereby confirm that we have received the Eltec Code of Conduct for Suppliers and have taken careful note of it, and that the principles and requirements of this Code of Conduct set forth therein will be complied with, and that we agree to a review of our conduct for compliance with the Code of Conduct by Eltec, whether by responding to written enquiries, by providing self-disclosures or by audits by Eltec at our facilities, and that we will also pass on the obligations set forth in the Code of Conduct to our suppliers.

Brunnthal, 17.11.2021

Place/ Date

Company stamp/ legally binding signature

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