

# Code of Conduct for Suppliers\*

## I. Foreword

Since 1933, our business has not been based on short-term success, but on sustainable behaviour. In the long term, we can only be successful and creatively shape the future, if we can convince our partners of our visions and take them with us on our common journey. This applies to employees, suppliers, customers and our society in general. Sustainable behaviour also requires the careful use of natural resources and the protection of the environment.

AKEMI is committed to moral, lawful and socially responsible corporate governance. Basically, we are guided by the values of the Honourable Businessman. We stand for reliability, decency, solidarity, diligence, a sense of community, honesty, humility as well as responsibility. We also expect the same from all those with whom we maintain business relationships.

This Supplier Code shall be the basis for future deliveries to AKEMI. A repeated violation of this Supplier Code may ultimately be cause and reason for termination of the business relationship including all supply contracts. We appeal to our suppliers to introduce compliance with the principles of this Supplier Code to their own suppliers and subcontractors.

## II. Compliance with laws and regulations

Suppliers agree to comply with applicable national and international laws and regulations, including International Labour Organization (ILO) standards and the United Nations Universal Declaration of Human Rights, industry standards and all other relevant legal requirements. Stricter regulations in individual countries have priority.

## III. Ethical business conduct and compliance

Suppliers of AKEMI comply with all laws and regulations concerning corruption, bribery, fraud and prohibited business practices.

### 1. Fighting corruption

Suppliers of AKEMI shall ensure that their employees and subcontractors do not offer, promise or grant advantages to employees of AKEMI and other customers that are intended to obtain a contract or other preferential treatment in business transactions. Invitations and gifts to clients or their related parties are only granted if they are of insignificant financial value and comply with customary business practices. Likewise, suppliers may not demand unreasonable advantages for themselves from AKEMI employees or other customers.

### 2. Fair competition

Suppliers of AKEMI comply with applicable competition and antitrust laws.

### 3. Money laundering

Suppliers of AKEMI do not engage in money laundering activities and comply with the respective relevant legal obligations for the prevention of money laundering.

### 4. Intellectual property rights

Suppliers of AKEMI respect intellectual property rights. Technology and know-how transfer must be done in a way that protects property rights and customer information.

### 5. Confidentiality and data protection

Suppliers of AKEMI shall handle all business correspondence confidentially. Data protection regulations must be observed when collecting, storing, processing, transmitting and forwarding personal information.

\* For reasons of easier readability, the simultaneous use of the language forms male, female and diverse (m/f/d) is avoided.  
All person terms apply equally to all genders.

## **IV. Social and working conditions**

Suppliers of AKEMI respect the fundamental rights of their employees and treat them with dignity and respect in accordance with the ideas of the international community.

In particular, the following provisions are complied with:

### **1. Exclusion of forced labour**

Suppliers of AKEMI do not use forced labour, slave labour or any such comparable work. All work must be voluntary and without threat of punishment. Employees must be able to terminate work or employment within the applicable notice periods.

### **2. Prohibition of child labour**

Suppliers of AKEMI are strictly prohibited from using child labour in accordance with the provisions of the International Labour Organisation (ILO), the United Nations Convention and national laws. The age of the employees must be above the age at which compulsory education ends according to the law of the place of employment, but in any case, not below 15 years. If child labour is identified, the supplier must document how it was ended and how the children concerned were enabled to attend school. School internships are excluded from this. The rights of young employees under 18 years of age shall be respected.

### **3. Fair payment**

Suppliers of AKEMI agree to comply with all applicable laws, regulations and industry standards on compensation and benefits. Deductions from benefits as a disciplinary measure are prohibited. Likewise, deductions of benefits not provided for by national law are inadmissible without the express consent of the employee concerned. The employee should be enabled by his payment to cover at least the costs of ordinary living and to build up a minimum of reserves.

### **4. Fair work time**

Suppliers of AKEMI agree to comply with all applicable laws, regulations and industry standards on work time. Employees shall be granted at least one day off after six consecutive working days. Overtime must be voluntary.

### **5. Prohibition of discrimination**

Suppliers of AKEMI accept the inadmissibility of unequal treatment of employees in any form, insofar as this is not justified by the requirements of the activity or employment. This applies in particular to discrimination based on gender, national, ethnic or social origin, skin colour, disability, health status, political conviction, ideology, religion, age, pregnancy or sexual orientation. The personal dignity, privacy and personal rights of each individual are respected.

### **6. Freedom to organize**

Suppliers of AKEMI respect the right to freedom to organize and collective bargaining within the legal framework.

### **7. Health protection and safety at work**

Suppliers of AKEMI are responsible for a safe and healthy working environment. By setting up and applying appropriate work safety systems, necessary precautionary measures are taken against accidents and damage to health that may arise in connection with the activity. Excessive physical or mental fatigue shall be prevented by appropriate measures. In addition, employees are regularly informed and trained about applicable health and safety standards and measures. Employees are allowed access to drinking water in sufficient quantities and to clean sanitation facilities. Care must be taken to ensure fire safety, access to emergency medical care, adequate lighting and ventilation.

## **V. Ecological responsibility**

AKEMI expects their suppliers to comply with all applicable laws and regulations as well as internationally recognised standards for the protection of the environment.

### **1. Environmental permits**

AKEMI suppliers ensure that all required environmental permits and approvals are obtained, kept up to date and followed in order to be compliant at all times.

### **2. Avoidance of environmental pollution and waste minimisation**

Suppliers of AKEMI are committed to treat natural resources with care, including energy and water. This includes in particular the avoidance, as far as possible, of harmful soil changes, water pollution, harmful noise emissions and excessive water consumption. Appropriate measures are taken to avoid pollution and to reduce of waste, waste water and air emissions. Waste water discharge and waste disposal are made according to the applicable regulations. The export, transfer and disposal of hazardous waste in contravention of the Basel Convention is strictly prohibited.

### **3. Handling of hazardous substances**

Suppliers of AKEMI are committed to labelling dangerous substances, chemicals and substances and to assure safe handling, movement, storage, recycling, reuse and disposal. All applicable laws and regulations concerning hazardous substances, chemicals and substances have to be adhered to. Substance restrictions and product safety requirements set by applicable laws and regulations are strictly followed.

Suppliers of AKEMI do not produce or and use chemicals defined as persistent organic pollutants as per the Stockholm Convention of May 23, 2001. Their improper handling, collection, storage and disposal are also strictly prohibited.

Suppliers of AKEMI are committed to refrain from manufacturing products containing mercury and mercury compounds and must also refrain from handling mercury waste after the phase-out date, in violation of the Minamata Convention of October 10, 2013.

## **VI. Compliant procedure**

Suppliers of AKEMI must establish an appropriate complaint procedure that functions while maintaining the confidentiality of employees' identities. In the event of violations of the above principles by employees of the supplier, AKEMI must be informed immediately.

## **VII. Current version**

The current version of the Code of Conduct for Suppliers can be found at [www.akemi.de/en/company/compliance](http://www.akemi.de/en/company/compliance).