

1 Basic principles

Within the scope of our respective possibilities and spheres of influence, we at Polytec assume responsibility in that we consider the consequences of our entrepreneurial decisions and actions in regard to their legal, economical, technological, and also social and ecological aspects.

In doing so, we contribute to the social and economic development of the countries and regions in which we are active.

We strive to optimize our business activities and our products and services along the entire value chain in the interest of sustainability. We require the same from our suppliers.

2 Legal compliance

This Code of Conduct relies on national laws and regulations such as the Supply Chain Due Diligence Act (LkSG), according to which we are obliged to comply with international accords such as the UN Civil Pact and the UN Social Pact, the guidelines concerning children's rights and corporate behavior, the guidelines of the United Nations' "Economy and Human Rights", the international labor standards of the International Labor Organization, and the Global Compact of the United Nations.

3 Requirements for suppliers

In terms of content, we divide our requirements into three dimensions: social responsibility, ecological responsibility and ethical business behavior.

3.1 Social responsibility

Exclusion of forced labor and child labor

Our business partners reject any type of forced labor. This includes any form of slavery, mandatory work and human trafficking. The principle of freely selected employment must be complied with.

Furthermore, our business partners are obliged to employ only employees who have reached the required minimum age according to the applicable national laws and not to tolerate any child labor. The recommendations from the ILO conventions concerning the minimum age for the employment of children must be followed.

Fair work conditions (compensation and working hours, protection of health)

Compensation must be determined according to the applicable laws. Regulations about the minimum wage in the respective countries must also be complied with, as must the applicable rules about working hours, work breaks and vacation.

The business partners are responsible for providing a hygienic and safe work environment. National standards for this must be complied with. Necessary preventative measures must be taken against occupational accidents and health hazards.

Non-discrimination

The equal treatment of all our business partners' employees is important to us.

For this reason, each business partner must comply with the following anti-discrimination rules:

- Our business partners' employees must not be favored or discriminated against based on their skin color, race, nationality, social origins, any disability, sexual orientation, political or religious beliefs, their sex or age.
- Our business partners respect the personal dignity, private sphere and personal rights of every individual and do not tolerate unacceptable treatment of employees, such as psychological abuse, sexual or personal harassment or discrimination.
- Polytec condemns economic or physical exploitation of people in the form of child labor or due to inhumane working conditions. Our business partners therefore ensure appropriate compensation.
- Our business partners recognize the right of employees to unite, insofar as this is legally permissible. Members of employee organizations or unions are neither favored nor penalized.

3.2 Ecological responsibility

Polytec acts in concert with the applicable laws and orients itself according to ISO 14001:2015 in order to minimize negative consequences for the environment and continuously improve activities for environmental and climate protection.

Our business partners are called upon to establish and apply an appropriate environmental and energy management system in the form of ISO 14001 certification or, alternatively, to orient themselves according to the issues that this standard covers.

Consumption of raw materials, handling of waste and hazardous materials, handling of energy

We expect our business partners to minimize their environmental impact and to handle all resources with care, including water and energy.

Our business partners ensure that the resources used to manufacture their products are purchased in compliance with the directive (EU) 2017/821 of May 17, 2017 (conflict minerals) and the OECD directives for responsible supply chains of minerals from conflict and high-risk areas. Smelting and refining without appropriate, audited diligence processes should be avoided.

Our business partners comply with applicable environmental protection laws and regulations, especially the directive 2011/65/EU (RoHS 2), the directive (EC) No. 1907/2006 (REACH regulation) and the applicable laws and regulations regarding the permissibility of particular substances in manufacturing processes and products. They obtain legally required environmental approvals and follow these strictly.

As part of waste prevention, we expect a regular assessment of "waste producers" with regard to possibilities for reduction. For the disposal of waste and hazardous substances, we require proper separation and disposal.

Handling of water resources

Our business partners handle water resources carefully. Furthermore, standards for effluent quality must be complied with and monitored.

If there is a danger of flooding at our business partners' place of business, they must take suitable precautionary measures.

Handling of air emissions

Our business partners are obligated to comply with legal specifications.

3.3 Ethical business behavior

Fair competition

We expect our business partners to act in compliance with national and international competition and cartel laws. Agreements and other activities that influence prices, awards and conditions are forbidden.

Integrity/bribery, personal advantage

We do not tolerate corruption, bribery or blackmail. We have a zero-tolerance policy regarding illegal payments and the granting of personal advantages to individuals, companies or officials with the goal of influencing decision-making processes.

We reject any form of bribery. No granting or acceptance of bribes, kickback payments or other illegal payments, incentives, favors, or other gratuities of value for the realization of business transactions or their acceleration and easing of a service by the Polytec corporation.

Confidentiality/data protection

Our business partners must comply with data protection and information security laws as well as official regulations concerning the recording, storage, processing, transmission and forwarding of personal information.

Protection of information and intellectual property

Rights to intellectual property must be respected. Transfers of technology and expertise must be executed in a way that protects intellectual property rights and customer information.

4 Implementation of the requirements

We expect our suppliers to apply the principles of this Code of Conduct. We reserve the right to check, systematically or as warranted, the application of this Code of Conduct by our suppliers.

Complaint process

Our business partners must communicate Polytec's instructions regarding the accessibility, responsibility and execution of a complaint process to their employees in suitable fashion. The complaint process must be accessible to employees while maintaining confidentiality, identity and effective protection against disadvantages.

Insofar as there is no instruction, our business partners are themselves responsible on the operational level for establishing an effective complaint mechanism for individuals and associations that may be affected by negative consequences.

If a violation of the provisions of this Code of Conduct is determined, we will inform our business partner of this immediately in writing. We will set an appropriate deadline for bringing their behavior into accord with these provisions. If no remedy is possible in the foreseeable future, the business partner must inform us of this immediately and work with us to develop and implement a concept with a schedule for ending or minimizing the violation. We have the right to temporarily suspend the business relationship while this is ongoing. If the deadline passes without resolution or if the implementation of the measures contained in the concept does not remedy the situation by the deadline and no lesser means are available, we can discontinue the business relationship and terminate all contracts. A statutory right to extraordinary termination without setting a grace period, especially in case of violations that are judged to be intentional and very serious, also remains unaffected, as does the right to compensation.

5 Acknowledgment and consent of the suppliers

Our suppliers are obliged to act responsibly and to comply with the principles and requirements listed here.

Business partners are obliged to communicate the content of this Code of Conduct to their employees, agents and subcontractors in a comprehensible manner and to take all necessary precautions to implement the requirements.

With your signature, you confirm that you accept and fulfill the specifications of this "Polytec Code of Conduct for Suppliers."

Name of the supplier: _____

Address: _____

Name of the signatory: _____

Function of the signatory: _____

Place, Date

Signature