

## **Code of Conduct for ING. SUMETZBERGER GMBH suppliers** (Valid as of the 1<sup>st</sup> January 2020)

This Code of Conduct defines the principles and requirements of Sumetzberger for its suppliers of goods and services with regard to their responsibility for people and the environment. Sumetzberger reserves the right to change the requirements of this Code of Conduct in case of appropriate changes in the Sumetzberger compliance program. In this case, Sumetzberger expects its suppliers to accept such appropriate changes.

### **The supplier hereby certifies:**

#### **Observance of law**

- that they observe the applicable legal provisions.

#### **Prohibition of corruption and bribery**

- that they tolerate no form of corruption or bribery or allow this in any way, including any illegal payment offers or other donations to Sumetzberger employees with the purpose of influencing their decisions.

#### **Care for employee fundamental rights**

- that they promote the equal treatment of their employees, regardless of their skin colour, race, nationality, social origin, disability, sexual orientation, political or religious convictions or age.
- that they respect the personal worth, privacy and personality rights of every individual.
- that they employ no person or force no person to work against their will.
- that they do not tolerate any unacceptable treatment of workforces, such as physical rigour, sexual and personal harassment or discrimination.
- that they do not tolerate behaviour (including gestures, language and physical contact) that is sexual, coercive, threatening, abusive or exploiting.
- that they ensure appropriate remuneration and guarantee the nationally defined minimum wage.
- that they observe the maximum working hours defined by law in each State.
- that they recognise, to the extent as is legally permissible, the freedom of association of the employees and neither favour nor discriminate against members of employee organisations or trade unions.

#### **Prohibition of child labour**

- that they do not hire any workers who cannot prove a minimum age of 15 years old. In countries that are included in the exception for developing countries according to the ILO Convention 138, the minimum age may be reduced to 14 years old.

#### **Employee health and safety**

- that they take responsibility for the health and safety of their employees.
- that they reduce risks and ensure the best possible precautionary measures against accidents and professional illnesses.
- that they offer training and ensure that all employees are knowledgeable on the topic of work safety.
- that they have constructed and apply an appropriate work safety management system.

#### **Environmental protection**

- that they observe environmental protection regarding the legal norms and international standards.
- that they minimise environmental pollution and continually improve environmental protection.
- that they have constructed and apply an appropriate environmental management system.

#### **Supply chain**

- that they appropriately encourage their suppliers to observe the contents of the Code of Conduct.
- that they observe the principles of non-discrimination when choosing and interacting with suppliers.