

## **Code of Conduct for Böllhoff Suppliers**

This Code of Conduct defines the principles and requirements of Böllhoff on its suppliers of goods and services with regard to their responsibility for mankind and the environment. To the extent necessary, Böllhoff reserves the right to amend the requirements of the Code of Conduct and adapt it to suit the social and legal situation. In that case, Böllhoff expects from its suppliers that they also accept reasonable changes.

The supplier undertakes in the cooperation with Böllhoff on delivery of goods and rendering of services to observe and adhere to the following:

### **1. Observance of the law**

Applicable laws and stipulations of law of the jurisdictions applying to the contractual relationship must be adhered to without fail.

### **2. Observance of fundamental rights of employees**

- equal opportunities and equal treatment of the supplier's employees regardless of their skin colour, race, nationality, ethnic origin, sexual orientation, regardless of any impediments, political or religious convictions or their gender or age;
- to respect the dignity, private sphere and personality rights of every individual, to adhere to and observe the statutory employment conditions, including the ban on child labour, to comply without fail with the ban on discrimination based on the principles of the [German] General Equal Treatment Act (AGG) or relevant regulations in force at the supplier's principal place of business;
- to pay its employees appropriately under observance of the statutory minimum wage established at the supplier's principal place of business;

### **3. Employee health & safety**

The supplier must

- assume responsibility for health & safety vis-à-vis its employees;
- investigate relevant risks and minimise them using appropriate measures and take the best possible precautions against accidents at work and job-related disease;
- expertly brief its employees constantly on issues of occupational safety and have them trained;
- build up and maintain an occupational safety management system.

### **4. Environmental protection**

The supplier must

- build up and maintain an environmental management system per ISO14001 or an equivalent system, and
- comply with the rules of environmental protection with regard to goods and services at all times;
- minimise environmental burdens through its own behaviour and constantly improve environmental protection through appropriate measures.

### **5. Ban on corruption**

The supplier shall reject any and all forms of corruption and not give in to it in any manner whatsoever, and shall offer or grant no personal benefits, especially of a financial nature, such as payments or loans, to include the granting of smaller gifts to employees or third parties.

### **6. Supply chain**

To the extent possible, the supplier should promote adherence to these rules also at its own suppliers.

The principles of non-discrimination in selecting and dealing with suppliers must be complied with at all times.