

# Code of Conduct for Business Partners, Agents, and Distributors

## 1. Introduction

For Komax, many years of cooperation, mutual responsibilities, sustainability, and social responsibility are all important values. These find particular regard with our business partners, agents, and distributors hereinafter called Business Partners.

This code of conduct should make sure that Komax Business Partners act according to internal guidelines (Komax code of conduct) and external guidelines (internationally recognised norms on human rights, working conditions, the environment, and integrity).

This code of conduct applies to all of the Komax Business Partners worldwide. The different points of this code of conduct apply to all employees of the Business Partner irrespective of their position of their relationship with them. For this reason, this code of conduct also applies to employees who are employed without a contract or on a temporary or part time basis. It is up to the Business Partner to make sure that their suppliers comply with the guidelines for this code of conduct.

Compliance with this code of conduct is a compulsory part of every part of the business relationship between Komax and Business Partners. This code of conduct is based on:

- the Komax code of conduct
- the general declaration of human rights of the United Nations
- the UN convention on the rights of children
- the fundamental conventions and international working norms of the ILO (International Labour Organization)
- the principles of the United Nations Global Compact

## 2. The obligations of Komax

Komax is obliged:

- also to comply with the guidelines that apply to the Business Partner
- to work together actively with the Business Partner in order to promote these guidelines
- to communicate with the Business Partner in a transparent way

## 3. Obligation of the suppliers

Komax requires the Business Partner to comply with the following guidelines:

### Compliance with the laws

Regional, national, and international laws which affect the business activities of the Business Partner must be complied with in full.

### Protection of human rights

The Business Partner commits himself to uphold the human rights of their employees. No employee may be discriminated against by either the Business Partner or another employee in terms of their nationality, religion, age, ethnic origin, gender, or sexual orientation. Child labor and forced labor are strictly prohibited. Employees have the right to join a trade union or an association of their choice with neither limitations nor consequences.

### **Health and safety at the workplace**

The Business Partner must ensure that their employees work in a safe and healthy environment which at least provides protection against fire, accidents, and dangerous substances. Appropriate sanitary conditions, health and safety guidelines, and procedures including training must be in place and complied with.

### **Remuneration and further training**

The Business Partner must always pay an appropriate level of remuneration. This must allow the employee to be able to cover their basic costs and those of their family and to be able to draw on some left-over income at the same time. Overtime must be paid in accordance with the legal conditions. Salaries must be paid on a regular basis and using a legal means of payment. Salary deductions must be transparent and are not permitted to be used as a disciplinary measure. The Business Partner supports the further training of their employees.

### **Employment law**

The working hours and days off that are to be guaranteed are to be arranged in accordance with the national laws and industrial standards. The maximum permitted number of working hours per week applies pursuant to the national legislation and collective wage agreements. This includes the settlement and arrangement of overtime.

### **Environmental protection**

Through self-initiative and responsible business management, the Business Partner must work hard to reduce any unfavorable ecological effects of their activities, products, and services to a minimum, such as, for instance:

- through the reduction of waste
- through improving energy efficiency
- through the minimization and safekeeping of dangerous substances
- through the use of environmentally friendly technologies

### **High integrity**

High integrity must be a fixed component of the company philosophy. In this context, the Business Partner is obliged to the following:

- to comply with international intellectual property rights
- to refrain from bribery or other unfair methods to gain influence on the general public, officials, justice, and/or representatives of other business partners
- to prevent any Komax employee from getting hold of benefits in any way, such as free products and services (hotel accommodation for instance), in order to exert a positive influence on business with Komax
- to refrain from activities which have a negative influence on free competition including cartels and price-fixing agreements

### **Intellectual property**

Business, financial and technical data as well as business correspondence of Komax are to be dealt with in confidence and are also the property of Komax, which may not be used unlawfully and/or used in any other way.

## **4. Use and monitoring**

The norms and guidelines included in this code of conduct must be accessible to all employees of the Business Partner. At the request of the Business Partner, Komax will make this code of conduct available in the corresponding national language.

At the request of Komax, the Business Partner must complete corresponding records to prove compliance with the requirements of this code of conduct, and they must always make these available. Komax will audit the Business Partner and evaluate their compliance with this code of conduct. This compliance can occur via sustainability issue of the risk analysis as well as through inspections on location. An audit will be completed on location if Komax views this as being necessary. The regularity and intensity of such audits depend on the scale and type of the effected business relationship, the performance, and the risk profile in terms of the themes that are stated in this code of conduct.

### **5. Non-fulfilment**

Any instance of non-fulfilment of the regulations stated in this code of conduct by the Business Partner will be viewed as being a gross infringement of the agreements. In the event of the Business Partner refraining to correct this non-fulfilment, Komax will end cooperation with immediate effect.



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