

## **Code of Conduct for Suppliers**

### **1. Foreword**

Integrity, courage to go beyond the circle of habits, teamwork and commitment to personal and company growth are the foundations of the corporate culture of **Hillos GmbH**. For **Hillos GmbH**, there is an inseparable connection between business success and corporate responsibility to its employees, business partners, society and the environment. This is why, **Hillos GmbH** expects all business partners to act in accordance with the **Hillos GmbH** Code of Conduct and stand up for these values.

### **2. Expectations**

Suppliers can expect **Hillos GmbH** to abide by and actively live by the core values set out in its Code of Conduct, without exception.

In equal measures, **Hillos GmbH** expects suppliers to abide by all applicable national and international laws and regulations as well as by the minimum requirements of this Code of Conduct for Suppliers. This includes abiding by all export or re-export restrictions applicable to products, data, software and information technology supplied by suppliers.

**Hillos GmbH** will not terminate the business relationship immediately for any individual violation of this Code of Conduct, provided that there is a plan in place expressing the supplier's desire and will to improve the situation. If there is not sufficient improvement after repeated violations, **Hillos GmbH** will discontinue the business relationship.

#### **2.1 Anti-corruption obligation**

**Hillos GmbH** pursues a strategy of zero tolerance towards corruption. All forms of corruption are strictly prohibited.

Corruption is the offering, giving or receiving of benefits, directly or indirectly, with the intention or effect to influence a business or public authority decision process.

##### **What *Hillos GmbH* expects of suppliers:**

- Zero tolerance towards corruption
- Correct behaviour in competition and in business conduct

##### **What suppliers may not do:**

- Give or accept bribes
- Offer, give or receive inappropriate benefits
- Engage in money laundering

#### **2.2 Social responsibility**

**Hillos GmbH** is dedicated to improving ethical and social standards in business life. **Hillos GmbH** expects suppliers to adhere to international requirements, including the UN Universal Declaration of Human Rights and the Conventions of the International Labour Organization (ILO).

##### **What *Hillos GmbH* expects of suppliers:**

- To ensure healthy and safe working conditions

- To effectively prevent and control hazards and to ensure product safety
- To pay at least the legal minimum wage and to provide the overtime compensation specified under applicable laws and regulations

##### **What suppliers may not do:**

- Make use of child or forced labour (according to ILO Conventions 138 and 182 as well as 29 and 105)
- Discriminate on the basis of ethnicity, nationality, sex, cultural background, race, age, disability, religious beliefs or sexual orientation
- Exceed the maximum legal working hours excessively and for long periods (according to ILO Conventions 1 and 30)
- Obstruct their workers' rights to assembly, association and collective bargaining
- make use of any type of mental and/or physical forms of disciplinary action and engage in systematic harassment

#### **2.3 Environmental responsibility**

**Hillos GmbH** has incorporated protection of the environment and climate into its everyday business processes.

##### **What *Hillos GmbH* expects of suppliers:**

- To strive to minimize waste and air, soil and water emissions
- To contribute to the recycling and reuse of materials and products
- To continuously improve energy efficiency in production processes and in the handling and transportation of goods

##### **What suppliers may not do:**

- Disregard applicable international and national laws and regulations on the handling, storage and disposal of hazardous waste
- Handle chemicals in a way that harms the environment

### **3. Monitoring**

**Hillos GmbH** reserves the right to monitor existing and new suppliers for compliance with this Code of Conduct.

Alternatively, the monitoring may be carried out by a specialized, independent organization. **Hillos GmbH** and the supplier shall mutually agree on a suitable organization within a reasonable time frame.

**Hillos GmbH** will inform the supplier of the results of the monitoring.

Supplier shall comply with the requirements specified above.