

# Code of Conduct for Suppliers and Contractors



## Preamble

Responsibility for employees, social and societal responsibility, and the understanding of the natural environment and its resources as a non-exhaustible source of human utilisation are basic principles that determine and guide all of Sesotec's corporate activities and behaviour.



Sesotec expects from its suppliers and contractors that they share the above-mentioned principles that Sesotec has set itself with regard to its corporate responsibility, and that they observe the applicable law. This code of conduct determines the minimum of what a contractual partner must fulfil in order to comply with this responsibility.

## Suppliers and contractors undertake:

- To observe the respective applicable legal systems and laws;
- To observe the rights of their employees, especially:
  - Personal dignity, privacy, and personal rights,
  - Anti-discrimination and equal opportunities – nobody may be harassed, discriminated, or put at a disadvantage because of his/her race, skin colour, nationality, descent, sex, religion or ideology, sexual orientation, political attitude, age, physical constitution, or appearance,
  - Prohibition of forced labour,
  - Prohibition of child labour, i.e. prohibition of labour of children who are not at least 15 years old, or 14 years in case of an applicable exception according to ILO convention 138 of the United Nations,
  - Observance of statutory minimum wages,
  - [in case of service provision in Germany the supplier or contractor of Sesotec guarantees to observe the legal regulations of the German minimum wage act (MiLoG), especially to observe the regulations for the payment of legal minimum wages to his employees and to leased labourers he employs, and to observe documentation and retention duties. If third parties are used, the supplier guarantees to obtain assurance concerning the observation of the above-mentioned regulations of the minimum wage act and to appropriately verify this]
  - Observance of the statutory maximum working time,
  - Respecting the rights of employees concerning freedom of association, freedom of assembly, and collective and wage negotiations, as far as this is legally permitted and possible in the respective country,
  - Observance of health and safety at work, particularly ensuring a safe and healthy work environment to avoid accidents and injuries.
- To observe fair competition, especially
  - Observance of all antitrust and competition regulations, laws and rules,
  - Rejection of corruption and bribery,
  - Protection of intellectual property,
  - Protection of confidential information,
- To contribute to the appropriate protection of the environment and of natural resources, and to observe legal regulations and international standards for environmental protection.

## Scope

This code of conduct applies to all the subsidiaries and business units of the supplier or contractor all over the world.

The supplier or contractor also must adequately promote the observance of the contents of this code of conduct in his supply chain.