

# **Code of Conduct for Suppliers of Rattay Metallschlauch- und Kompensatorentechnik GmbH**

In addition to the provision of high-quality products, responsible and environmentally-friendly action is also at the heart of our everyday business activities. Respecting our social, ecological and ethical guidelines is a matter of course for us and our employees, and so we also expect our suppliers to comply with these guidelines. This Code of Conduct contains all the basic minimum standards that Rattay Metallschlauch- und Kompensatorentechnik GmbH adheres to and sees as the basis for a business relationship that promotes sustainability.

Our Code of Conduct was drawn up on the basis of the International Bill of Human Rights, the Declaration of the International Labour Organization and the UN Global Compact.

We set out the following requirements for our suppliers:

## **Social:**

### **1 Human rights**

Human rights shall be respected, upheld and promoted. No cooperation is to be undertaken with companies that violate human rights. This is to be guaranteed throughout the supply chain.

### **2 Compliance with the laws**

The Supplier shall comply with all applicable national and international laws, rules and regulations of the applicable jurisdiction(s) in the countries in which it operates.

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

Any form of child labour is prohibited. Companies shall comply with the minimum age requirements of the ILO Convention. The age shall not be less than the age at which compulsory education ends and shall, under no circumstances, be less than 15 years. In the case of companies covered by ILO Convention 138 for developing countries, the age may be reduced to 14 years. The company must ensure that all workers have reached the minimum legal age. Separate safeguards must be observed for workers under the age of 18.

### **4 Prohibition of forced labour**

Any form of forced or slave labour, work under the threat of punishment or similar shall not be tolerated. Every employee works voluntarily and has the option of terminating the employment relationship at any time.

## **5 Discrimination**

No form of discrimination shall be tolerated. In all areas of the supply chain, we expect companies to promote equal opportunities and treatment for their employees, irrespective of skin colour, race, nationality, social origin, disability, sexual orientation, political or religious beliefs, gender or age. All employees should be treated fairly and unacceptable treatment, such as sexual harassment, torture, physical or psychological punishment, shall not be tolerated.

## **6 Freedom of association**

Workers' freedom of association shall be recognised. They shall be free to form and join organisations of their choice, bargain collectively and strike. There shall be no discrimination against workers on the basis of joining, forming, being a member of or being involved in such an organisation.

## **7 Working hours and pay**

Fair remuneration in accordance with the national legal minimum wage or the minimum standards customary in the industry shall be guaranteed. All legally required benefits shall be provided. Deductions from wages as a punitive measure are not permitted. Workers shall receive clear, detailed and regular written information about the composition of pay. Overtime shall be voluntary and shall not exceed 12 hours each week. The weekly working hours shall not normally exceed 48 hours.

## **8 Safety and security at the workplace**

The company is committed to taking responsibility for the health and safety of its employees. International regulations, national laws and health and safety obligations must be complied with. Training shall be provided on a regular basis to ensure that all employees are knowledgeable and aware of occupational safety. The company is committed to mitigating risks and taking the best possible precautions against accidents and occupational diseases. Access to sufficient drinking water and clean sanitary facilities must be guaranteed.

## **Environment:**

### **1 Environmental awareness**

Environmental protection with regard to legal norms and international standards must be observed. The consumption of raw materials and natural resources shall be reduced and, where possible, avoided altogether. When handling hazardous substances, safety

must be guaranteed during transport, storage and use. Hazardous substances and waste must be disposed of properly. Environmental pollution such as the emission of greenhouse gases and noise, or excessive water consumption must be minimised. Avoidable air and water pollution are to be avoided. Furthermore, protection against environmental pollution shall be continually improved.

## **Ethics:**

### **1 Commitment to fair competition**

The Supplier shall compete fairly by respecting all applicable antitrust laws, not abusing a dominant market position, and not colluding on price, bidding, cessation and limitation of production, or market allocation to allow unimpeded, competitive and innovative markets to develop. Furthermore, no other market participants shall be collectively boycotted.

### **2 Prohibition on corruption and bribery**

At all times we act transparently and expect the same from our suppliers. Therefore, we do not tolerate any form of corruption or bribery, including any unlawful offers of payment or similar gratuities to government officials to influence decision-making. All applicable regulations and laws are to be complied with.

### **3 Legal obligations to prevent money laundering**

We shall comply with all legal obligations and regulations relating to the prevention of money laundering. We shall only conduct business with reputable and legal partners. Suppliers must ensure that all legal requirements for the prevention of money laundering are complied with and must also ensure this by way of appropriate measures and processes with other suppliers within the supply chain.

### **4 Confidentiality and data protection**

Suppliers are to ensure effective protection of personal data to respect the privacy and personal rights of each individual by taking appropriate measures that comply with applicable IT and data protection laws.

### **5 Conflict minerals**

According to the EU Conflict Minerals Regulation 2017/821, tin, tungsten, tantalum and their ores and gold are conflict minerals. In the case of suppliers that procure minerals from conflict areas themselves or by way of their own suppliers, risk management processes based on the OECD Guidelines should be established to ensure that the purchase of these products does not contribute to the support or financing of armed groups that violate human rights.

**Compliance, auditing and corrective action**

By signing this document, the Supplier agrees to accept the above guidelines and enforce them to the extent possible with sub-suppliers to promote far-reaching sustainability in the supply chain. Violation of the guidelines of this Code of Conduct shall lead to consequences and, in the most extreme case, may lead to termination of the business relationship.

On request, all information required to verify compliance with the guidelines outlined in this document is to be made available to us. Similarly, in coordination with the Supplier, we shall be granted the authority to conduct on-site audits by selected specialists of Rattay Metallschlauch- und Kompensatorentechnik GmbH to verify compliance with the guidelines. In the event of variation, corrective actions shall be integrated to ensure implementation of the Code of Conduct.

**Company:****Name:****Position:****Place, date:****Signature:**

Freigabe des gesamten Dokumentes:

Hünxe, 31.08.2023

Unterschrift Geschäftsführung :

