



**Kieback&Peter**

**GENERAL TERMS AND CONDITIONS**

**Code of Conduct for Suppliers and Service Providers**

## Introduction

Kieback&Peter GmbH & Co.KG is committed to legally correct and responsible conduct and to compliance with all relevant national and international statutory provisions.

Kieback&Peter fosters a culture in which all parties, whether employees, business partners or customers, behave in a legally correct and responsible manner. This is the only way to ensure that Kieback&Peter continues to enjoy its reputation as a reliable and fair partner.

We also expect our suppliers, service providers and partners to assume this responsibility by fully agreeing to and complying with the requirements described in this Supplier Code.

This Code of Conduct is based on the conventions and standards of the United Nations Global Compact and the International Labour Organization (ILO).

### 1 Basic standards

- The supplier must comply with the applicable laws and regulations as well as international agreements. This requirement shall also apply without restriction to the supplier's own supply chains.
- The supplier shall act in accordance with national and international competition law and shall not participate in price fixing, market sharing or bid rigging. Any form of unfair competition is rejected.
- The supplier must comply with all applicable regulations and laws to prevent corruption. In addition, an internal Code of Conduct has been drawn up to prevent bribery, the making or authorizing of illegal payments and other unethical business practices. This internal Code of Conduct is subject to regular and documented review.
- The supplier shall respect the intellectual property rights of third parties and shall ensure that proprietary information belonging to K&P is not disseminated or disclosed without express consent.

### 2 Human rights

- Any form of forced or child labor is strictly rejected. The supplier shall ensure that in its own company and in its supply chains no services or materials are produced that are associated with forced or child labor.
- The supplier's employees shall not be discriminated against in their employment or compensation on the basis of gender, age, religion, ethnicity, sexual orientation or disability.

### 3 Working conditions

- The supplier must at a minimum comply with all locally applicable employment laws and regulations as well as local health and safety regulations. Appropriate policies, standards and procedures shall be established to prevent occupational accidents and illnesses and to provide the employees with a safe and healthy working environment. Compliance with health and safety regulations shall be systematically assessed and documented by conducting appropriate audits.

- The supplier undertakes to pay its employees at least the minimum wages stipulated by law and not to exceed the maximum working hours stipulated by law and collective agreements.
- Employees shall be treated respectfully, fairly and with dignity. The supplier shall also protect them from harassment, bullying and victimization in the workplace, including any form of sexual, physical and psychological abuse.
- The supplier shall guarantee the principle of freedom of association and the right of workers to collective bargaining.

#### 4 Environmental protection

- The supplier shall observe the applicable environmental protection laws and regulations and shall place the requirements of environmental protection, resource conservation and sustainability at the forefront of its business activities.
- The supplier shall endeavor to sustainably reduce the consumption of raw materials, in particular water and energy, as well as emissions. Substances that pose a risk to humans and the environment must be avoided. New products and processes shall be developed so as to be economical in their production and use of energy and natural resources and to be suitable for reuse and safe disposal or recycling.

#### 5 Governance

- Kieback&Peter requires its suppliers to establish suitable management systems to ensure compliance with the aforementioned principles. They are also expected to develop and monitor their own supply chains to ensure compliance with the requirements of this Supplier Code.
- Compliance with and agreement to this Supplier Code are important criteria for the Kieback&Peter supplier selection process.
- Kieback&Peter may therefore verify compliance with this Supplier Code at the supplier's premises. The supplier shall therefore provide all information necessary to demonstrate compliance with the Code.
- The supplier shall notify Kieback&Peter unsolicited and without delay about any events that contradict the principles of this Code.

#### Consent

We hereby acknowledge and agree to the K&P Supplier Code and confirm that we will comply with the Code's principles and requirements. We will encourage our suppliers to ensure the same.

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Last name, first name

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Signature

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Position

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Company stamp, place, date