

Commitment of IABG's suppliers and subcontractors

Sustainability shapes our actions and is a substantial part of our corporate strategy. We demand responsible conduct in the sense of sustainability along the entire value creation chain. IABG has therefore defined a binding code of conduct that applies to the entire company and its employees. Its principles are also binding for all suppliers, agents and consultants (hereinafter referred to as the supplier) of the company. This questionnaire and the accompanying statement provide information on the principles and requirements IABG demands from its suppliers of goods and services and obligates them to act sustainably with regard to their responsibility for man and environment. Suppliers and service providers of our suppliers are also obliged to comply with these principles and requirements. These rules of conduct at the same time refer to commitments we also make to our customers. The adherence to these rules of conduct is the pre-condition for any consideration in the selection of suppliers on part of IABG.

Principles of Conduct

1. General Principles

Every supplier is personally responsible for his actions and conduct as well as for the resulting consequences and always acts to the best of his knowledge and belief.

2. Respect of Human Rights

Compliance with human rights and social standards is the underlying principle for any form of interaction. Conditions of work that violate such rights and standards contradict this principle. That equally applies within the company of the supplier, as well as to the cooperation with business partners. We also expect our suppliers to ensure that when they appoint private or public security forces, they do not commit any human rights violations. The supplier treats business partners, customers, suppliers, employees, and colleagues fairly and co-operate reliably in a spirit of mutual trust at all times. The supplier respects the dignity of human life and promotes compliance with and the protection of human rights. Every supplier is under obligation to ensure compliance with these generally accepted, fundamental rights.

a. Prohibition of discrimination or harassment

The supplier treats all colleagues, potential employees, customers, suppliers and all other individuals with whom he transacts business, with fairness and respect and without displaying discrimination, harassment and other improper conduct due to reservations with regard to gender, age, race, skin, ethnic or national origin, nationality, religion, handicap, sexual orientation, political affiliation and position within the company. The aim is to promote diversity, equality and inclusion.

b. Ensuring the freedom of association and the right to collective bargaining

The right of employees to form unions or organisations with the purpose of promoting and protecting their interests at their discretion, as well as the right to join, retire from, or to be active for such bodies, is respected. However, the occupational duties of employees may not be impaired hereby.

c. Prohibition of child and forced labour

The supplier tolerates neither child labour, nor any other exploitation of children and young people. A permission to work may not be granted prior to the end of compulsory schooling; in no case to adolescents under the age of 15 years. The supplier opposes all forms of forced labour. No employee may be forced to work based on direct or indirect threats and/or intimidation. Employees are only to be recruited if they have made themselves available for work on a voluntary basis. Employees must be able to end their work or employment at any time. In addition, unacceptable treatment of workers, such as psychological severity, sexual harassment and degradation, has to be avoided at any time.

d. Respect for land, forest and water rights

We expect our suppliers to protect and respect land, forest, and water rights and under no circumstances to carry out forced evictions.

3. Compliance with Laws and Regulations

Every supplier is active worldwide subject to a policy of adherence to the respective laws and regulations and behaves morally correctly. Internal rules, standards and instructions apply as well. Of course, this obligation also applies to valid directives and guidelines as well as to recognized values of the cultural areas and countries where the supplier is active.

a. Antitrust and competition laws

IABG and therefore as well the supplier is committed to fair and open competition on all markets worldwide. The supplier may not participate in illegal bid rigging that excludes limits or impairs competition.

b. Export Controls and Sanctions

At the same time, all applicable regulations on the import and export of goods and services as well as sanctions lists must be observed.

c. Financial Responsibility

Financial responsibility and compliance with the legal requirements of proper accounting and disclosure regulations must be a matter of course for our business partners.

4. Corruption, compliance, bribery

All business activities must be based on the highest standards of integrity. In connection with business activities of any kind, suppliers may not offer and/or attempt to offer undue advantages to business partners, their employees or to other third parties. This also applies to claiming and accepting undue advantages. This is of particular importance, if kind and scope of such advantage are suited to inadmissibly affect the recipient's actions and decisions and also extends to third parties (which must not be asked to evade this regulation). The supplier must follow a zero-tolerance policy in prohibiting all forms of bribery, corruption, extortion, and fraud.

5. Health & occupational safety

All suppliers shall ensure a safe and healthy work environment. The adherence to all safety regulations is indispensable, irrespective of whether they are stipulated by law, or regulated by the responsible authorities or in the context of company guidelines.

6. Environment protection

When completing their tasks all suppliers have to prevent the development of harmful environmental effects by avoiding and/or taking measures in the sense of a sustainable management and shall carefully handle natural resources. We therefore expect all of our suppliers to meet or consider the following aspects of environmental protection and their own ecological responsibility: energy efficiency and renewable energies; avoidance or

minimization of air pollution, noise and greenhouse gas emissions; careful use of natural resources and a reduction in the consumption of raw materials; avoidance of waste or sensible handling of waste and hazardous substances; a sense of responsibility in handling chemicals; avoidance and treatment of industrial wastewater. The adherence to the respectively applicable environmental regulations is a basic condition. Environmental damages are of course to be immediately reported to the competent authority.

7. Preservation of the natural resources

The supplier may not deprive land, forests or waters, the use of which secures the livelihood of people, in violation of legitimate rights. He must refrain from harmful soil changes, water and air pollution, noise emissions and excessive water consumption if this harms the health of people, significantly impairs the natural basis for producing food or prevents people's access to safe drinking water or sanitary facilities. At the same time, all possible efforts must be made to protect species, combat deforestation and maintain soil quality. In addition, the supplier should standardize, routinely monitor, check and, if necessary, treat general emissions from operational processes (air and noise emissions) as well as greenhouse gas emissions before they are released. The aim is, on the one hand, to provide appropriate reporting but also to find economical solutions to reduce any emissions and contribute to decarbonization.

8. Dealing with conflict minerals

For the conflict minerals tin, tungsten, tantalum, and gold, as well as other raw materials such as cobalt, the company is establishing processes in accordance with the Organization for Economic Cooperation and Development (OECD) principles for fulfilling the duty of care to promote responsible practices Supply chains for minerals from conflict and high-risk areas and expects the same from its suppliers. Smelters and refineries without appropriate, audited due diligence processes should be avoided.

9. Data protection and IT security

All suppliers shall comply with the principles of employee and business partner data protection. In the context of the assigned task, the care necessary to protect personal data is to be applied at all times. The supplier aligns his safety standards and his actions to protect data against loss as well as against access and illegitimate use by unauthorized

parties. In addition, his business partners are accordingly obligated to carefully handle such data as well.

10. Confidential information

Business and professional secrets are to be treated confidentially by all suppliers. This also applies to any other information that IABG, its contracting parties and customers are interested in keeping confidential. Without permission, such information may not be disclosed to unauthorized parties. This obligation also survives the termination of the contractual relationship.

11. Conflict of interests

We expect our suppliers to pass on the requirements of the IABG Code of Conduct to their own suppliers and service providers. Suppliers must inform IABG immediately of any situation that could lead to a conflict of interest, e.g. if employees of IABG enjoy professional, private and / or significant financial advantages through the cooperation or have shares in a company of the supplier.

12. Reporting code of conduct violations

Information about misconduct and violations of the Code of Conduct can be reported to the IABG Compliance Officer. His job is to act as a contact person for the company's business partners and employees for questions and problems relating to compliance. Alternatively, all of our suppliers' employees also have access to the IABG whistleblower system, in which reports of potential or existing violations can be submitted online or by telephone in various languages. All reports will be treated at least confidentially and, if requested, anonymously. All concerns are taken seriously and investigated accordingly. IABG representatives, who have been explicitly obliged to maintain confidentiality, receive the information and arrange for further processing, if necessary, the taking of remedial or preventive measures and feedback via the whistleblower system - always while maintaining confidentiality.

However, it is ensured in any case that complaints or reports of possible unlawful behavior can be submitted without fear of reprisals, threats, harassment, or other disadvantages.

We also expect our suppliers to ensure protection against adverse measures for their business partners and employees when violations are reported.

Social and ethical responsibility

The compliance with social standards and the adherence to human rights are a mandatory condition along the entire value creation chain. They are based on ILO's core labour standards as well as on the UN Global Compact principles for the protection of human rights and the environment. Among other things, they concretely concern the prohibition of child and forced labour, the prohibition of discrimination, the guarantee of freedom of association and the right to collective bargaining.

1. Was a Code of Conduct defined and implemented in your company?

Yes ☐

No ☐

(Please enclose if available.)

2. Is there a principle for the protection of fundamental and human rights and of the applicable legal and international standards?

Yes ☐

No ☐

If No, Reasons:

3. Can your company guarantee that employees are not discriminated due to their ethnic or social background, skin colour, nationality, handicap, political or religious affiliation and gender or age?

Yes ☐

No ☐

If No, Reasons:

4. Does your company employ children under 15 years of age?

Yes ☐

No ☐

a. If yes, are they over 13 years?

Yes ☐

No ☐

If No, Reasons:

b. What kind of work are they used for?

5. Does your company support forced labour?

Yes ☐

No ☐

6. Does your company pay appropriate wages and salaries in line with the socio-cultural subsistence minimum?

Yes ☐

No ☐

If No, Reasons:

7. As a rule, does your company comply with an average daily work time of 8 hours and a weekly average of 48 hours as well as with regular rest periods (at least 24 sequential hours within 7 days)?

Yes ☐

No ☐

If No, Reasons:

8. Has your organization realized the implementation of data protection (e.g. appointing a data protection officer) and are there any organizational measures installed to ensure that processing of personal data complies with applicable law?

Yes ☐

No ☐

If No, Reasons:

9. Are systems and/or defined processes installed ensuring the adherence to the legal health and occupational safety regulations in your company?

Yes ☐

No ☐

If No, Reasons:

10. Does your company grant employees freedom of association as well as a right to collective bargaining?

Yes ☐

No ☐

If No, Reasons:

Environment protection

Our goal is the protection of a sustainable environmental compatibility of the operational processes on the one hand as well as of the conduct of employees and stakeholders on the other hand. Our company therefore maintains an environmental management system certified in accordance with ISO 14001. We consider an integration of our suppliers and business partners to be inevitable.

1. Does your company use a certified environmental management system (in accordance with ISO 14001 or EMAS) or is an introduction planned?

Yes ☐

No ☐

If No, reasons:

(Please enclose certification if available.)

- a. If an introduction is planned, at what time?

- b. If measures were agreed in context of an external audit, have they been implemented?

Yes ☐

No ☐

If No, Reasons:

- c. Does your company collect data to analyse and derive measures in terms of environmental protection from this

i Water consumption	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ii Energy consumption	Yes <input type="checkbox"/>	No <input type="checkbox"/>
iii Carbon dioxide emissions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
iv Reduction of greenhouse gas emissions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
v Air quality	Yes <input type="checkbox"/>	No <input type="checkbox"/>
vi Volatile, organic solvents	Yes <input type="checkbox"/>	No <input type="checkbox"/>
vii Process waste water	Yes <input type="checkbox"/>	No <input type="checkbox"/>
viii Disposable Waste	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ix Recyclable Waste	Yes <input type="checkbox"/>	No <input type="checkbox"/>
x Disposal channels	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2. Environment-oriented production development and manufacturing

- a. Are your products suited to be disposed properly and environmentally-friendly after use?

Yes ☐ No ☐

If No, reasons:

- b. Do they use recycled materials for your production?

Yes ☐ No ☐

If No, reasons:

Information Security Management

1. Has your company implemented an Information Security Management System (ISMS) certified according e.g. to ISO/IEC 27001, TISAX, BSI-IT-Grundschutz?

Yes ☐ No ☐

(Please enclose certification if available.)

If No:

- a. Has your company already installed an ISMS or planned certifying this?

Yes ☐ No ☐

If No, Reasons:

- b. Has your company appointed a person responsible for information security?

Yes ☐ No ☐

If No, Reasons:

c. Are systems and/or defined processes installed ensuring information security?

Yes ☐ No ☐

If No, Reasons:

d. Are your employees regularly made aware of the topic of information security?

Yes ☐ No ☐

If No, Reasons:

e. Does your company make any regulations on your suppliers regarding information security?

Yes ☐ No ☐

2. If the questionnaire has already been submitted in the past:

Have there been any safety-related changes in the delivery (service and/or product) in the past **three years**?

(e.g. change of location, change of ownership, change of software and hardware used, change of important subcontractors, safety-relevant features of the product, staff)

Yes ☐ No ☐

If Yes, which:

Quality Management

1. Does your company use a certified quality management system (in accordance with ISO 9001 or EN 9100) or is an introduction planned?

Yes ☐ No ☐

If No, Reasons:

(Please enclose certification if available.)

- a. If an introduction is planned, at what time?

- b. If measures were agreed in context of an external audit, have they been implemented?

Yes ☐ No ☐

If No, Reasons:

2. Does your company make any regulations on your suppliers regarding quality management?

Yes ☐ No ☐

If No, Reasons:

Occupational Safety Management

Our goal is the protection and the continuous improvement of occupational safety on the one hand as well as of the conduct of employees and stakeholders on the other hand. Our company therefore maintains an Occupational Safety Management system certified in accordance with ISO 45001. We consider an integration of our suppliers and business partners to be inevitable.

1. Does your company use a certified occupational management system (in accordance with ISO 45001) or is an introduction planned

Yes ☐ No ☐

If No, Reasons:

(Please enclose certification if available.)

- a. If an introduction is planned, at what time?

- b. If measures were agreed in context of an external audit, have they been implemented?

Yes ☐ No ☐

If No, Reasons:

2. Are systems and/or defined processes installed ensuring occupational safety?

Yes ☐ No ☐

If No, Reasons:

3. Are your employees regularly made aware of the topic of occupational safety?

Yes ☐ No ☐

If No, Reasons:

4. Does your company make any regulations on your suppliers regarding information security?

Yes ☐

No ☐

General questions

1. Has your company been under investigation in connection with child or forced labour, violations of the freedom of association, discrimination, accidents involving personal injuries (due to violations of occupational safety regulations or disregard of legal health and occupational safety regulations) or for environmentally relevant incidents within the last 24 months and were appropriate sanctions imposed on your company?

Yes ☐

No ☐

If Yes, why and in what form?

2. Does your company also demand the adherence to these rules of conduct from own suppliers?

Yes ☐

No ☐

If No, reasons:

3. Are there defined measures in your company that are applied in cases of non-compliance on part of own suppliers?

Yes ☐

No ☐

If No, reasons:

Statement of commitment

The supplier hereby warrants that he acknowledges the sustainability requirements to their full extent and, as far as not done already, he will accordingly implement them in the company and make them accessible to all employees. The requirements will furthermore be verified using suitable instruments in regular periods and – in the event of violations – measures will be taken accordingly. In addition, the supplier undertakes to comply with the above-mentioned guidelines and principles of the IABG Code of Conduct and to implement them in his company.

Place, Date

Signature

Company:	
Legal form:	
DUNS:	
Contact:	
Phone:	
email:	