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|  | <b>Qualitätsmanagement</b><br><b>VA 08 022</b>              | Version<br>Rev. 01 | Seite<br>1/2 |
|   | <b><i>Business Conduct and Ethics for<br/>Suppliers</i></b> |                    |              |

For Fichtner & Schicht, being socially responsible means that we ensure and protect the well-being of our employees and expect the same throughout our entire supply chain. We expect that as part of the commitment to doing business with Fichtner & Schicht that our suppliers will implement this guideline and commit to upholding the same social, ethical, and environmental principles in operating their businesses. Additionally we expect our supply base to conduct their business in a manner which is in accordance with generally accepted ethics principles.

## Responsibility

Fichtner & Schicht suppliers are obligated to be fully compliant with local laws and regulations applicable to them where they operate. This document sets forth Fichtner & Schicht's expectation and serves as notice for our suppliers of the importance to conduct their activities in line with the following principles addressed in this standard.

## Environment & Sustainability

Conduct business in an environmentally-friendly and responsible manner, taking a precautionary approach to environmental challenges by designing and developing products that take into account the impact they have on the environment and the potential to re-use and recycle them. Comply with all applicable environmental laws and regulations and promptly develop and implement plans or programs to correct any non-compliant practices. For a full environmental commitment, our suppliers should implement an Environmental Management System, preferably based on ISO 14001 and to be certified accordingly.

## Business Conduct and Ethics

The highest standards of integrity, honesty and fairness are required in all business activities. Implementation of a Business Conduct and Ethics standard is highly recommended for our suppliers. Regardless, activities must be performed in a manner consistent with all applicable laws and regulations, including those pertaining to:

- antitrust, competition, anti-corruption, and anti-money laundering
- conflicts of interest
- export controls
- protection of intellectual property
- respect for company and personal data

Any form of bribery, corruption, or money laundering is prohibited.

## Compliance

In the event of non-conformity with any of the aforementioned principles, Fichtner & Schicht reserves the right to early termination for cause of the business relationship with any supplier, and/or shall require that suppliers implement an action plan to bring their performance into line and shall provide suppliers technical support to jointly define the required remedies.

## Human Rights and Working Conditions

## Health and Safety

Provide and maintain a safe and healthy working environment for all employees that meet or exceed applicable standards for occupational health and safety.

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## Child Labor and Forced Labor

Employ people in accordance with legally established minimum ages in the country where work is performed. Employing any person below the age of 15 is prohibited, except when clearly beneficial to the persons participating and allowable by local legislation. Any forms of physically abusive disciplinary practices are not tolerated, nor are any forms of forced, compulsory or involuntary labor.

## Fair Working Conditions

Working conditions, hours worked and compensation must be fair, and comply with regulations in the country where work is performed; complying with national provisions and agreements applicable to regulating working hours and regular, paid holidays.

## Non-Harassment and Non-Discrimination

Do not tolerate harassment or discrimination on any basis, in accordance with applicable laws and regulations, including but not limited to age, race, religion or personal belief, gender, disability, national origin, marital status/parental status, sexual orientation, or any other characteristic prohibited by law or otherwise irrelevant for the position.

## Freedom of Association & Collective Bargaining

Recognize and respect employees' freedom to join or not to join a labor union in accordance with local law. The rules of the various trade union organizations representing employees have to be recognized, as does an employee's right to be represented or not represented by trade unions or other representatives established in accordance with local legislation and practice.

## Conflict Minerals

We are taking action to increase the transparency and ensure responsible procurement in the Democratic Republic of Congo (DRC) as a result of certain unlawful practices in the extraction and trade of ores of tantalum, tin, tungsten, and gold (Conflict Minerals). We expect that suppliers who manufacture components parts or products containing these materials take care to avoid the procurement or usage of materials which are unlawful or which are obtained through unethical or otherwise unacceptable means.

*These principles draw upon those embedded in human rights frameworks and charters, including but not limited to the following: The UN Universal Declaration of Human Rights; Global Sullivan Principles of Social Responsibility; International Labour Organization's Declaration on Fundamental Principles and Rights at Work; OECD Guidelines for Multinational Enterprises; European Principles of Social Responsibility; or any other relevant local law or legislation.*

## Änderungshistorie:

| Version | Datum      | Änderungsbeschreibung    |
|---------|------------|--------------------------|
| Rev. 01 | 01.03.2021 | Neue Verfahrensanweisung |
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