

## Preamble

SE Tylose GmbH & Co. KG is committed to ecologically, economically and socially responsible corporate management and to integrating these principles into its corporate culture. We have defined the following four values, which we are committed to:

**Innovation:** *"We are continuously working on the further development of our processes and products. The competence and commitment of our colleagues are the foundation for implementing innovative ideas."*

**Sustainability:** *"For us, sustainability means bringing ecological, social, and economic aspects into harmony for the future. In doing so, we remain competitive and offer secure jobs."*

**Appreciation:** *"Our common goal is to treat all colleagues and business partners with respect. We communicate openly and value the contribution of every individual."*

**Reliability:** *We want to be a permanently reliable partner for our colleagues. Our customers can rely on the dependable delivery, quality, and performance of our products."*

This Code of Conduct, **CoC**, sets the minimum principles and requirements made by SE Tylose GmbH & Co. KG of its business partners and suppliers. The expectation that our business partners and suppliers will comply with the relevant legislation and international standards on which this **CoC** is based supports our principles of responsible conduct, integrity and transparency.

For our future cooperation, business partners and suppliers (contractual partners) hereby agree the applicability of the following regulations as a **CoC** with us. By signing this **CoC** the contractual partner is obliged to comply with applicable laws and international principles, such as the Universal Declaration of Human Rights of the United Nations\*, the UN Guiding Principles on Business and Human Rights (UNGPs)<sup>◇</sup> and the following requirements set out by the **CoC**.

\* <https://www.un.org/> ◇ <https://www.ohchr.org/>

With regard to their supply chains, we expect our contractual partners to identify the risks within these as well as to take appropriate actions. In the event of any suspicion of a breach as well as to secure supply chains with raised risks the contractual partner must inform us promptly about any breaches and risks identified as well as the actions taken.

This applies in particular to the following requirements made of the contractual partner:

## Human and fundamental rights

- ▶ to refrain from all forms of forced and compulsory labour and not to tolerate the exploitation of children and young people
- ▶ to comply with the right of all employees to freedom of association and to form interest groups, as well as the right to freely elect their representatives and to collective bargaining and to protection from interference
- ▶ to treat all employees with dignity and respect
- ▶ to impose sanctions, disciplinary actions or other punishments only in accordance with applicable national and international standards as well as internationally recognized human rights
- ▶ to refrain from all forms of discrimination and to respect equality of opportunity and equal treatment as essential constituents of corporate policy
- ▶ to promote diversity and enable a multi-cultural environment

## Environment

- ▶ to comply with the statutory requirements and international standards with regard to environmental and climate protection and to ensure there is an appropriate environmental and energy management system
- ▶ to maintain procedures and systems that guarantee the security of handling, transport, storage, recycling and reuse of raw materials, other materials and waste, as well as ensuring that these are used in a sustainable and resource-saving manner

### Working conditions

- ▶ to arrange working conditions in accordance with applicable national law, industrial standards or the relevant conventions of the International Labour Organization\* \* <https://www.ilo.org/>
- ▶ to ensure that all labour must be voluntary and employees must be able to end their employment at any time
- ▶ to ensure a safe, healthy and hygienic working environment and to take the necessary precautionary measures against accidents and occupational illnesses
- ▶ to pay employees remuneration that corresponds at least to the statutory minimum wage or to the minimum wage stipulated in the industrial sector, depending on which amount is higher
- ▶ to grant employees all legally stipulated benefits
- ▶ to provide employees with clear, detailed and regular written information about the composition of their pay
- ▶ to promote the vocational abilities of employees at all levels through suitable training and further education
- ▶ to set up and provide notification and complaints mechanisms for employees

### Conduct in business environment

- ▶ to comply with acts relating to data protection and information security when processing personal information
- ▶ to respect the intellectual property of other market players and to act in accordance with the law with regard to industrial property
- ▶ to comply with country-specific import and export control laws, in particular sanctions, embargoes, regulations, state orders and policies for controlling the transfer or supply of merchandise and technology
- ▶ to comply with the applicable statutory regulations enacted to combat corruption
- ▶ to comply with all applicable national and international cartel laws as well as the relevant laws prohibiting unfair competition
- ▶ to comply with country-specific laws and legal requirements with regard to product safety and product responsibility
- ▶ to establish and maintain a grievance mechanism for external and internal stakeholders

### Compliance statement

For our future cooperation, business partners and suppliers (contractual partners) hereby agree the applicability of the following regulations as a **CoC**.

Please select one of the following statements:

- We have received this **CoC** of SE Tylose GmbH & Co. KG and affirm to commit to compliance with it and the principles stated within.
- We are in compliance with this **CoC** of SE Tylose GmbH & Co. KG by virtue of the implementation of and adherence to our own **CoC**, which includes standards that are consistent with **CoC** of SE Tylose GmbH & Co. KG and the principles stated within. (→ Please attach an electronic copy of your company's **CoC** to this form).
- We have concerns about our ability to comply with this **CoC** of SE Tylose GmbH & Co. KG. (Please identify the areas in which you have concerns and provide details about those concerns.)

\_\_\_\_\_  
Company stamp, City, Date

\_\_\_\_\_  
Role, Signature