

Code of Conduct on Corporate Social Responsibility

Preamble

_____ is committed to corporate social responsibility in its business activities worldwide (usually referred to as “CSR”¹ internationally). This “Code of Conduct on Corporate Social Responsibility” (hereinafter referred to as “CoC”) is a corporate guideline on what this means, particularly with regard to working conditions, social and environmental compatibility as well as transparency, trustful co-operation and dialogue. The contents of this CoC are an expression of this company’s collective core values.

1. **Basic understanding of socially responsible corporate management**

This CoC is based on a common basic understanding of corporate social responsibility. For the signatory company, this means that it accepts responsibility by considering the consequences of its corporate decisions and actions from a social and ecological perspective as well as from an economic and technological perspective and balances interests appropriately. Within the scope of its abilities and freedom to act, the signatory company voluntarily contributes to the wellbeing and sustainable development of the global society at the locations where it operates. In so doing, it follows generally accepted ethical values and principles, especially with regard to integrity, honesty and respect for human dignity.

2. **Scope**

2.1 This CoC applies to all of the signatory company’s subsidiaries and business units worldwide.

2.2 The signatory company shall also promote compliance with the content of this CoC by its suppliers and in other parts of the value chain within the scope of its abilities and freedom to act.

3. **Key principles of corporate social responsibility**

The signatory company actively works towards ensuring that the values and principles stated hereinafter are constantly respected and observed.

3.1 **Compliance with legislation**

The signatory company complies with the applicable laws and other legal provisions of the countries where it operates. In the case of countries with a poor institutional framework, it carefully examines which good corporate practices from its own country should be applied to ensure responsible corporate management.

¹ CSR = Corporate Social Responsibility

3.2 Integrity and Organisational Governance

- 3.2.1 The signatory company bases its actions on generally accepted ethical values and principles, particularly with regard to integrity, honesty, respect for human dignity, openness and non-discrimination on the grounds of religion, ideology, sex and ethics.
- 3.2.2 The signatory company rejects corruption and bribery under the terms of the respective UN Convention². It uses appropriate means to encourage transparency, integrity and responsible management and control in the company.
- 3.2.3 The signatory company follows fair and recognised business practices and acts fairly in competition. When competing, its conduct is professional and its work is of a high quality. It maintains a co-operative and trustful relationship in its dealings with supervisory authorities.

3.3 Consumer interests

Insofar as consumer interests are concerned, the signatory company adheres to consumer protection provisions and appropriate sales, marketing and information practices. Particularly vulnerable groups (e.g. legal protection of children and young persons) receive special attention.

3.4 Communication

The signatory company communicates openly and with a focus on dialogue with regard to the requirements of this CoC and its implementation in relation to employees, customers, suppliers and other stakeholders. All documents and records are dutifully drawn up, are not dishonestly changed or destroyed and are properly stored. Partners' trade secrets and business information are treated sensitively and confidentially.

3.5 Human rights

The signatory company promotes human rights. It respects human rights in accordance with the UN Human Rights Charter³, especially those stated below:

3.5.1 Privacy

Protection of privacy

3.5.2 Health and safety

Ensuring health and safety at work, in particular ensuring a safe and healthy working environment in order to avoid accidents and injuries

3.5.3 Harassment

Protection of employees from corporal punishment and physical, sexual or verbal harassment or abuse

3.5.4 Freedom of opinion

Protecting and granting the right of freedom of opinion and freedom of expression

² United Nations Convention against Corruption of 2003, in force since 2005

³ General Declaration of Human Rights, UN Resolution 217 A (III) of 1948

3.6 Working conditions

The signatory company complies with the following core labour standards of the ILO⁴:

3.6.1 Child labour

The ban on child labour, i.e. the employment of people under the age of 15, unless local legislation sets a higher age limit and unless exceptions are permitted.⁵

3.6.2 Forced labour

The ban on forced labour of any kind⁶

3.6.3 Remuneration

Labour standards relating to payment, especially with regard to the level of payment in accordance with the legislation and regulations in force⁷

3.6.4 Employee rights

Respect of the right of employees to freedom of association, freedom of assembly and collective bargaining, if this is legally permitted and possible in the country concerned⁸

3.6.5 Ban on discrimination

Non-discriminatory treatment of all employees⁹

3.7 Working hours

The signatory company adheres to labour standards with regard to the maximum admissible number of working hours.

3.8 Environmental protection

The signatory company complies with environmental protection requirements and standards relating to its sites, and acts in an environmentally conscious way at all sites. Furthermore, it is responsible in its use of natural resources in accordance with the principles of the Rio Declaration¹⁰.

3.9 Civic engagement

The signatory company contributes to the social and economic development of the country and region, in which it operates and supports voluntary work in this respect by its employees.

⁴ ILO = International Labour Organization

⁵ ILO Convention No. 138 of 1973 and ILO Convention No. 182 of 1999

⁶ ILO Convention No. 29 of 1930 and ILO Convention No. 105 of 1957

⁷ ILO Convention No. 100 of 1951

⁸ ILO Convention No. 87 of 1948 and ILO Convention No. 98 of 1949

⁹ ILO Convention No. 111 of 1958

¹⁰ The 27 principles of the "Rio Declaration on Environment and Development" of 1992 resulting from the United Nations Conference on Environment and Development in Rio de Janeiro.

4 Implementation and enforcement

The signatory company makes every suitable and reasonable effort to constantly implement and apply the principles and values described in this CoC. Contractual partners shall be informed on request and within the scope of reciprocity of the main measures, so that it is transparent how compliance is guaranteed. There is no right to pass on trade and business secrets or to information relating to competition or other sensitive information.

(Place, date)

(Signature)