

Hoffmann Code of Conduct for Suppliers

Hoffmann is committed to conducting business in a sustainable and responsible manner – in the interest of the company, its staff and the general public. Adherence to applicable law and regulations of the respective countries is the basis for cooperation. Furthermore, we respect the cultural, social, political, and legal diversity of societies and nations. We expect from our suppliers that they also act in accordance with our principles, set out in this Code of Conduct.

In all business activities in their own sphere of influence suppliers should work towards ensuring that their business partners and subcontractors also recognize these principles. This Code of Conduct for suppliers is based on the principles of the United Nations Global Compact (UN Global Compact) and the declaration of the International Labour Organization (ILO) concerning basic principles and rights at work. **Hoffmann** will pursue violations of this Code of Conduct. The aim is a general improvement of the situation in order to fulfil the requirements of this Code of Conduct. In case of violations of this Code of Conduct, **Hoffmann** reserves the right to implement suitable measures, up to termination of the business relationship.

1. Social Aspects and Human Rights

Hoffmann expects from our suppliers to comply with the principles set out in this Code of Conduct and neither commit nor participate in human rights violations.

- **Ban on Child Labor and Forced Labor**

We expect from our suppliers that they observe the minimum age defined by the International Labour Organization (ILO) Convention 138 and 182 and comply with existing rules concerning the respective national employment permits. Furthermore, we expect that every form of forced labor is rejected.

- **No Discrimination**

When recruiting staff, we expect that our suppliers always base their decisions solely on the qualifications and skills of candidates in line with the principle of equal opportunity, as well during employment.

- **Remuneration and Working Times**

We expect from our suppliers that remuneration and benefits at least conform to the statutory minimum wage and adhere to all applicable working-hours regulations of the country concerned.

- **Freedom of Association**

Our suppliers must recognize the basic right of every member of the staff to join employee organizations.

- **Industrial Health and Safety**

We expect our suppliers to emphasize a safe and hygienic working environment. The conditions should always meet at least the national standards of the country concerned.

2. Environmental Protection

We expect our suppliers to comply with all applicable environmental laws, standards and other regulations. Pollution and risks to the environment should be minimized and environmental protection improved steadily in daily business operations.

3. Handling Information

We expect our suppliers to guarantee the protection of all information that requires protection. Furthermore, the obligation to maintain secrecy must be observed.

4. Fair Operating Practices

- **Anti-Corruption and Bribery**

We expect our suppliers to tolerate no form of and do not engage directly or indirectly in any form of corruption or bribery and do not grant, offer or promise anything of value to a government official or to a counterparty in the private sector to influence official action or obtain an improper advantage.

- **Fair Competition, Anti-Trust Laws and Intellectual Property Rights**

Our suppliers act in accordance with national and international competition laws and do not participate in price fixing, market or customer allocation, market sharing or bid rigging with competitors, and respect the intellectual property rights of others.

- **Conflict of Interest**

We expect our suppliers to avoid and/or disclose to **Hoffmann** all conflicts of interest that may influence business relationships, and to avoid already the appearance thereof.

- **Anti-Money Laundering, Terrorism Financing**

None of our suppliers will directly or indirectly facilitate money laundering or terrorism financing.

- **Data Privacy**

Our suppliers will process personal data confidentially and responsibly, respect everyone's privacy and ensure that personal data is effectively protected and used only for legitimate purposes.

- **Export Control and Customs**

We expect our suppliers to comply with the applicable export control and customs regulations.

5. Responsible Minerals Sourcing

Our suppliers will take reasonable efforts to avoid in its products the use of raw materials which originate from conflict-affected and high-risk areas and contribute to human rights abuses, corruption, the financing of armed groups or similar negative effects.

6. Compliance with the Hoffmann Code of Conduct for Suppliers

The aforementioned expectations are regarded as the basis for maintaining successful business relationships with our partners.

In signing this document, the supplier agrees to comply with and recognize all principles and rules of this Code of Conduct, in addition to the obligations contained in supply agreements.

Place, Date

Signature

Name (in printed letters), Position

Company Stamp

References:
UN Global Compact
www.unglobalcompact.org
International Labour Organization
<http://www.ilo.org/global/lang-en/index.htm>

Hoffmann Compliance Management,
August 2020