

CODE OF  
CONDUCT

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FOR SUPPLIERS

# CODE OF CONDUCT FOR SUPPLIERS

## PREAMBLE

As a family business with regional roots, REIFF takes a special responsibility towards society. We are convinced that long-term success is only possible if it is not achieved at the expense of others or the environment.

In order to meet this commitment, we have defined binding basic principles in the REIFF Code of Conduct. These are based, among other things, on international standards, in particular the core conventions of the International Labour Organisation (ILO), as well as the 10 basic principles of the UN Global Compact.

For this reason, a common understanding of sustainable and responsible corporate action is a requirement for customer and supplier relationships based on partnership. We at REIFF are convinced that only together and with the active support of our partners we can contribute towards a transparent, sustainable supply chain.



## PREAMBLE

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Accordingly, we expect our suppliers

- a) to align their actions with the basic principles of this Code of Conduct and
- b) to actively demand, promote and appropriately monitor compliance with the basic principles from their suppliers as a contribution to a transparent, sustainable supply chain.



The principles of this Code of Conduct should be regarded as minimum requirements for all suppliers of the REIFF Group and are an integral part of our contractual terms and conditions. We therefore ask you to confirm compliance with this Code of Conduct for Suppliers subsequently.

Our suppliers can of course expect us to adhere to these basic principles as well. For this purpose, we have defined a REIFF Code of Conduct which is binding for all employees of the REIFF Group.

In addition to this Code of Conduct for Suppliers, the REIFF Purchasing Conditions, the REIFF Packaging and Delivery Regulations and the supplementary, individual contractual regulations must be observed.

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## GENERAL PRINCIPLES

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The supplier commits to behave with integrity and act ethically in dealing with its own employees, customers, suppliers, and other partners. We consider this to be fulfilled if the following aspects are complied with by the supplier.

### COMPLIANCE WITH LAW

For the supplier, compliance with the law and legal regulations is a self-evident basic principle of its actions. This also expressly applies to the regulations of national, European, and international chemicals law as well as to embargo and export control regulations.

### PROFESSIONAL AND FAIR BEHAVIOUR TOWARDS OTHER PEOPLE

The supplier attaches great importance to respectful cooperation, characterised by mutual trust, openness, tolerance, and mutual respect. Every person has the right to be treated fairly and with dignity, and the supplier promotes and demands interaction „at eye level“.

### EQUAL TREATMENT AND OPPORTUNITIES

The supplier is committed to equal opportunities, diversity, and inclusion. It does not tolerate any form of discrimination and treats all people equally, regardless of gender, age, skin colour, culture, ethnic or social origin, sexual identity, disability, religious affiliation, or world view.

Likewise, the supplier does not tolerate any form of sexual harassment, racism, bullying, abuse of power, intimidation and threats or other forms of harassment.

### HUMAN AND LABOUR RIGHTS

The supplier respects, protects and promotes internationally recognised human rights as fundamental, uncompromising requirements. The supplier strictly rejects any form of forced, child and compulsory labour as well as any form of modern slavery; the regulations for the protection of young employees are complied by the supplier. This applies not only to the cooperation within its company, but also to the behaviour of and towards his business partners. The supplier respects the applicable rights of its employees to freedom of association and freedom of assembly.

The health and safety of its employees are just as important to the supplier as customer satisfaction and economic success. Accordingly, the supplier understands occupational safety and health protection as integral components of all operational processes and pays attention to a balanced relationship between work and leisure time. The supplier complies with the applicable national laws and labour standards regarding working conditions, appropriate remuneration and maximum working hours.

## CONDUCT IN SOCIETY

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The supplier contributes to the societal and economic development of the country and region in which it operates.

### ENVIRONMENT AND CLIMATE PROTECTION

The supplier commits to comply with the environmental protection standards and laws applicable to its operational site. In particular, the supplier ensures the effectiveness of an operational dangerous materials management system.

Furthermore, the supplier commits to the economical and careful use of natural resources (water, energy, raw materials, etc.). The supplier considers it his responsibility to minimise the impact of his business activities on the environment and climate as far as possible. The supplier sensitises its employees to conserve natural resources through their individual actions in the operational environment.

The supplier pursues an approach to continuously reduce its own environmental footprint (energy/resource consumption, emissions, waste). In addition, the supplier promotes the use of renewable energies and recycled and recyclable materials. Ideally, the supplier operates an environmental management system (e.g. DIN EN ISO 14001 or EMAS).

### DONATIONS, SPONSORING AND CHARITY

Grants and donations are made only on a voluntary basis and without expectation of any consideration in return.

### CLEAR AND APPROPRIATE COMMUNICATION

The supplier values consistent, clear, and appropriate communication with employees, business partners and stakeholders. At the same time, the supplier respects the right to freedom of expression and the protection of personal rights and privacy.



## CONDUCT AS BUSINESS PARTNER

### AVOIDANCE OF CONFLICTS OF INTEREST

The supplier assures to make business decisions exclusively in the best interest of the entire company. It encourages its employees to avoid conflicts of interest from the beginning or to address them openly. If they nevertheless arise, they will be resolved in compliance with local law and regulations.

### MONEY LAUNDERING

The supplier complies with its legal obligations to prevent money laundering and does not participate in money laundering activities. The supplier immediately allocates incoming payments to the corresponding services and posts them. The supplier ensures transparent and open payment flows. Each employee is requested by the supplier to have unusual financial transactions, in particular with regard to cash, checked by designated finance and compliance officers in case of doubt. The supplier verifies the identity of business partners and is committed to maintaining business relationships only with partners whose business activities are of a reputable nature and in compliance with legal requirements.

### ANTI-CORRUPTION

The supplier rejects any kind of corruption, acceptance of advantages and bribery or venality. The supplier only grants benefits to business partners, customers or other external third parties within the legal framework. The supplier encourages each employee to look out for possible violations in his or her own area of responsibility and to actively address them - directly or via the available reporting channels. The engagement of consultants, agents and other intermediaries must not be used to circumvent the prohibition of bribery.

### TRANSPARENT AND SUSTAINABLE SUPPLY CHAIN

The supplier commits to selecting its sub-suppliers carefully and objectively based on objective criteria. In addition to technical and economic aspects, sustainability aspects are also included in decisions. The supplier has established appropriate processes to ensure both compliance with the respective applicable laws and the implementation of the relevant REIFF-specific contractual agreements as well as the implementation of the basic principles of this Code of Conduct for Suppliers along the entire supply chain. To this end, the Supplier pursues a risk-oriented prevention approach, including appropriate monitoring of its suppliers and adequate documentation of its activities in this regard.

If a product contains so-called conflict minerals (tin, tantalum, tungsten and gold or their ores from conflict and high-risk areas), the Supplier ensures that it obtains these conflict materials exclusively from audited, conflict-free smelters and refiners. In doing so, the supplier fulfils its legal and ethical due diligence obligations and establishes transparency throughout the supply chain up to the origin, e.g. through a Conflict Minerals Reporting Template.

### DEALING WITH INFORMATION

The supplier commits to handling all data of its business partners, employees and third parties with care. The supplier protects company and business secrets, in particular information about contract partners and customers that is not publicly accessible. In addition, the protection of personal and other highly sensitive data is of particular importance. For this purpose, the supplier implements appropriate organisational and information technology measures and complies with the relevant laws.

## IMPLEMENTATION AND CONTACT PERSONS

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Regarding a long-term business relationship with REIFF based on partnership, the Supplier commits to ensure the implementation of the basic principles contained in this Code of Conduct in its own area of responsibility - i.e. in its own company as well as with sub-suppliers - and to promote and demand them to the best of its ability.

### RAISING AWARENESS AMONG EMPLOYEES

The supplier raises awareness among all employees of the importance of the principles contained in this Code of Conduct and obliges them to comply with them. He undertakes all necessary steps to implement the basic values contained in the aforementioned contents by means of suitable organisational measures, appropriate guide-lines and processes. It commits itself to monitor their compliance on a regular basis.

### WHISTLEBLOWING PROCEDURE

Furthermore, the supplier promotes an open approach to questions about the contents of the Code of Conduct as well as to information about potential violations in his area of responsibility. For this purpose, the supplier appoints internal departments to handle any questions and reports with the appropriate care and confidentiality. The persons providing the information must not suffer any disadvantage as a result.

### REPORTING OF ISSUES AND SUPPORT

The Supplier commits to an open exchange with REIFF on compliance with this Code of Conduct and to proactively inform REIFF of relevant issues. REIFF expects to be informed immediately if there is a violation of the contents of this Code of Conduct in the supplier's area of responsibility.

For questions about the Code of Conduct and to report concerns about compliance and any violations, the supplier can use the e-mail address [supplier@reiff-gruppe.de](mailto:supplier@reiff-gruppe.de). The supplier is responsible for the compliance with this Code of Conduct. REIFF assures the reporting party of the strict confidentiality of personal data.

## COLLABORATION WITH REIFF

As already mentioned in the preamble, compliance with this Code of Conduct by the supplier is a basic requirement for REIFF for a long-term business relationship

### CONSEQUENCES IN CASE OF INFRINGEMENTS

A violation of the contents of the Supplier Code constitutes a breach of essential contractual obligations for REIFF. In this case, REIFF reserves the right to react appropriately, considering the individual case - this ranges from demanding immediate, credible corrective measures to ending the contractual relationship without notice.

The supplier also agrees that REIFF may verify compliance with this Code of Conduct through appropriate measures, e.g. through supplier self-disclosure or on-site supplier audits. Audits are always announced in advance by REIFF or by commissioned third parties and are planned and carried out with the involvement of the supplier.



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