



# SUPPLIER CODE OF CONDUCT

PARAT GROUP



Dear ladies and gentlemen,

The greatest asset of any company is the trust placed in it by its employees and external business partners. In order to maintain this trust, correct and exemplary interaction with one another, as well as in public and with customers, suppliers and other third parties is necessary.

Therefore, we have signed this “Supplier Code of Conduct” and established basic principles of conduct to adopt a responsible and legally compliant attitude to laws and other regulations.

Legally and ethically correct behavior should always be the basic of economic activities. We would like to encourage you to join us in our endeavor.



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## SCOPE

This “Supplier Code of Conduct” applies to all Suppliers of the PARAT Group. The guidelines set out below are binding and must be complied with. The PARAT Group also expects its suppliers to pass on these principles in their own supply chain and to insist on compliance.

## COMMITMENT

We expect our suppliers to make suitable and reasonable efforts to continuously implement and apply the principles and values described in this “Supplier Code of Conduct” and to remedy existing deficits as quickly as possible.

If PARAT discovers a deviation from the requirements of this Supplier Code of Conduct at a supplier, they reserve the right to take necessary steps.

## COMMUNICATION

We insist on compliance of this “Supplier Code of Conduct” along our entire value chain.

## FAIR DEALING BETWEEN BUSINESS PARTNERS IS THE BASIS OF EVERY BUSINESS RELATIONSHIP!



We insist that our suppliers comply with the laws and regulations of the countries in which they operate.

Our employees are encouraged to put their private interests aside from company interests in their everyday work. We ask our suppliers to observe and respect this in their daily business contract with us.

### REPORTING OF INFRINGEMENTS OF LAW (WHISTLE-BLOWING SYSTEM)

In order to give our suppliers a fair opportunity to report legal violations in connection with the PARAT Group, we have instructed an external ombudsman to receive reports. You can find the contact details on our homepage [www.parat.eu](http://www.parat.eu).

### ANTI-TRUST LAW

We pursue clean and recognized business practices and fair competition. We expect the same from our suppliers. PARAT does not tolerate any participation in agreements or any other behavior that contradicts German or European anti-trust law or that of any other state.

## ANTI-CORRUPTION LAW

We do not tolerate corruption and bribery in any of our companies or in any of our suppliers. We call on our suppliers to promote transparency, acting with integrity and responsible management and control in their companies.

Our employees are required to accept and grant gifts and invitations only within the legally permissible limits. We ask our suppliers to respect this.

## PRODUCT LIABILITY AND PRODUCT SAFETY

Quality and safety of our products is the basis of our business. We ensure along the entire value chain that we only deliver top quality products that meet the specific needs of our customers and consumers. We have the same expectation towards our suppliers.

## CONFLICT MINERALS

Suppliers are expected to observe the applicable legal requirements with regard to “conflict minerals”, in particular tin, tantalum, tungsten and gold from conflict areas, and to take appropriate measures in their company to ensure that these laws are complied with.

In addition, it is expected that the suppliers' companies will have measures in place to prevent the use of raw materials that directly or indirectly finance armed groups that violate human rights (terrorist financing).

## ENVIRONMENTALLY CONSCIOUS AND SUSTAINABLE ACTING AFFECTS US ALL!



The protection of people and the environment affects each of us. We insist that our suppliers behave in an environmentally conscious manner. The minimum requirements here are the applicable laws at the respective locations. If the valid provisions do not achieve a level of protection that ensures sustainable management, measures should be taken without the framework of that is economically justifiable.

## YOU ARE RESPONSIBLE FOR YOUR EMPLOYEES AROUND THE WORLD!



The reputation of any company depends largely on the behavior of employees, but also on that of our suppliers.

We urge our suppliers to comply with and promote human rights in accordance with the UN Human Rights Charters. Discrimination and harassment should not be tolerated. Everyone must respect the personal dignity, privacy and personal rights of each individual.

### HEALTH & SAFETY

The guarantee of occupational safety and the avoidance of accidents and injuries have top priority.

### HARASSMENT

The employees are to be protected from physical, sexual, psychological, or verbal harassment and from intimidation or abuse.

### FREEDOM OF OPINION

The right to freedom of expression and freedom of opinion must be protected and guaranteed.



## COMPLIANCE WITH THE ILO CORE CONVENTIONS

Our suppliers are also required to adhere to the eight core conventions ILO 5. These concern the following criteria:

- Prohibition of child labor
- Prohibition of forced labor
- Promotion and, where possible, securing of equal pay for men and women for work and equal value
- Observance of workers' basic rights, as long as this is legally permitted and possible in the respective country
- Prohibition of discrimination; The ban refers in particular to the discrimination against employees on grounds of gender, race, disabilities, or due to their ethnic or cultural background, religion, ideology or sexual orientation.

## EQUAL OPPORTUNITIES

There must be equal opportunities between employees. For this, all relevant national laws on equal opportunities must be observed.

## HANDLE DATA AND INFORMATION RESPONSIBLY!



### PROTECTION OF COMPANY AND TRADE SECRETS

Company and trade secrets must be kept confidential and must be protected from inspection by unauthorized third parties. This also applies to any other information that is expressly labeled “confidential” and that the company, its partners, and customers may not wish to disclose. Such information is not permitted to be passed to unauthorized persons without the appropriate approval.

### PRIVACY

Personal data may neither be processed, disclosed, made available nor used in any other way without authorization. Members of staff are required to observe the rules on data protection and, in particular, to help actively ensure that personal data are reliably secured against unauthorized access. Our suppliers are also required to oblige their employees to do this.