

Code of Conduct –

Code of Conduct for Suppliers of OTT-JAKOB Spanntechnik GmbH

Version V01/2024

Foreword

OTT-JAKOB Spanntechnik GmbH is expressly committed to ethically, socially and ecologically responsible behaviour. As a partner (supplier) of our company, you play an essential role in realising our goals and upholding our values. This Code of Conduct is an expression of our shared commitment to integrity, fairness and respect in all business relationships-

We ask you to read this Code of Conduct carefully and to apply it in your daily business activities. Compliance with these guidelines is crucial to building a long-term, collaborative relationship based on trust and shared values. Any breach by you, including your suppliers, of the following principles may ultimately lead to termination of the business relationship.

1. Compliance with the law

Our suppliers must strictly comply with all relevant laws, legal provisions and regulations. If the requirements in our Code of Conduct are stricter than the applicable local laws, our requirements take precedence.

2. Human rights / Child and forced labour

Within our company, compliance with internationally recognised human rights is respected and promoted. This naturally includes preventing any involvement of the company in human trafficking or modern slavery.

No forced labour, slave labour or comparable work may be used.

Child labour must not be used at any stage of production. Suppliers are requested to comply with the recommendation from the ILO conventions on the minimum age for the employment of children.

All work must be voluntary and without threat of punishment.

Employees must be able to terminate their work or employment relationship at any time.

There must be no unacceptable treatment of workers, such as psychological hardship, sexual harassment and humiliation. Security forces must not be commissioned or used if persons are treated or injured in an inhumane or degrading manner during their deployment or if freedom of association is impaired.

3. Labour practices

The remuneration for regular working hours and overtime must correspond to the national statutory minimum wage or the minimum standards customary in the industry, whichever is higher.

Working hours must comply with applicable laws or industry standards.

The right of employees to form and join organisations of their choice, to conduct collective bargaining and to strike must be respected.

A safe and healthy working environment must be guaranteed.

Employees are regularly informed and trained regarding applicable health and safety standards and measures.

Employees are given access to sufficient quantities of drinking water and clean sanitary facilities.

4. Discrimination

Employees must be treated with respect and dignity. Suppliers are called upon to oppose any form of discrimination within the framework of the applicable rights and laws. This refers in particular to discrimination against employees on the basis of gender, race, disability, ethnic or cultural origin, religion or ideology, age or sexual identity. In addition, sexual harassment and inappropriate treatment in the workplace are strictly prohibited.

5. Ecological responsibility

The natural foundations of life must be preserved.

Applicable environmental and safety laws and regulations must be complied with.

Wastewater from operating procedures, production processes and sanitary facilities as well as general emissions from operating procedures must be monitored and treated if necessary.

Waste of any kind must be reduced and, where possible, avoided. Solid waste must be disposed of or recycled responsibly.

Mercury shall be used in accordance with the prohibitions of the Minamata Convention of 10 October 2013 and persistent organic pollutants in accordance with the Stockholm Convention of 23 May 2001, as amended.

Resources relevant to production must not be used wastefully. Efforts must be made to continuously improve energy efficiency.

6. Ethical business behaviour

Applicable laws and regulations to combat bribery and corruption must be complied with. Appropriate procedures shall be used to identify, prevent and prohibit any form of or attempts of money laundering and fraud.

The standards of fair business activity, fair advertising and fair competition must be observed. In addition, the applicable antitrust laws must be applied, which in particular prohibit agreements and other activities that influence prices or conditions when dealing with competitors.

Intellectual property rights must be respected; technology and expertise must be transferred in such a way that intellectual property rights and customer information are protected.

The highest standards of integrity must be applied to all business activities. The supplier must pursue a zero-tolerance policy with regard to the prohibition of all forms of bribery, corruption, extortion and embezzlement.

7. Foreign trade regulations, conflict minerals, RoHS, REACH

Our suppliers comply with all sanctions regulations, including all foreign trade and customs regulations.

Suppliers must not use minerals (such as tin, tantalum, tungsten and gold) that contribute to the financing of armed conflicts. The processes must comply with the guidelines of the Organisation for Economic Co-operation and Development (OECD).

Suppliers must comply with the directive on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS).

Suppliers must comply with the EU Regulation on Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH).

The supplier must proactively inform OTT-JAKOB Spanntechnik GmbH about possible prohibited or restricted substances that may be contained in substances or products.

Contact mail: reach@ott-jakob.de

8. Complaints mechanisms

Our suppliers must provide effective complaints mechanisms. The complaints procedure must comply with the German Whistleblower Protection Act (HinSchG). Confidentiality of the identity and effective protection of the whistleblower must be ensured.

9. Confidentiality

Our suppliers shall ensure that confidential information of OTT-JAKOB Spanntechnik GmbH is kept secret even after termination of the business relationship.

With the legally binding signature of this document, the supplier undertakes to act responsibly and to comply with the principles/requirements listed. The supplier undertakes to communicate the content of this code to its employees, authorised representatives and subcontractors in a manner that is comprehensible to them and to take all necessary precautions to implement the requirements.

Legally binding confirmation from the supplier

Company: _____

Place, date: _____

Signature: _____

Name of the signatory in block letters: _____