

Code of Conduct

Appendix, issue: 11.07.2024

I Social Responsibility

1.1 Human rights

Our business partners are committed to complying with internationally recognised human rights standards and do not tolerate any violation of these standards by third parties.

1.2 Discrimination and unequal treatment

Unequal treatment of employees is prohibited in any form unless it is based on the requirements of the employment. This applies, for example, to discrimination based on gender, national, ethnic or social origin, skin colour, disability, health status, political opinion, ideology, religion, age, pregnancy or sexual orientation. The personal dignity, privacy and personal rights of every individual must be respected at all times.

1.3 Forced labour and mistreatment

Forced labour, slave labour and any similar work is in no way acceptable. All work must be performed voluntarily and must never be done under threat of punishment. Employees must be able to terminate their work or employment at any time.

In addition, unacceptable treatment of employees, such as psychological hardship, physical abuse, sexual harassment, or humiliation, must not occur at any time.

1.4 Child labour

Child labour is not tolerated in any link within the supply chain. Märzhäuser Wetzlar calls on its business partners to adhere to the recommendation from the ILO conventions on the minimum age for the employment of children. According to this, the age of an employee should not be lower than the age at which compulsory schooling ends under the law of the place of employment, but in no case lower than 15 years.

If children are found at work, the business partner must document the measures to be taken to remedy the situation and enable the children to attend school.

Young employees under the age of 18 may not be employed in work that is harmful to the health, safety or morals of children. Special protective regulations must be observed in this regard.

1.5 Working hours

Working hours must comply with applicable laws or industry standards. Overtime is only permitted if it is carried out on a voluntary basis and does not exceed 12 hours per week, while employees must be granted at least one day off after six consecutive working days. The weekly working hours must not regularly exceed 48 hours.

1.6 Remuneration

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

If the remuneration is not sufficient to cover the costs of normal living and to build up a minimum level of reserves, the business partner is obliged to increase the remuneration accordingly.

Employees must be granted all benefits required by law. Wage deductions as punitive measures are not permitted. The business partner must ensure that employees receive clear, detailed and regular written information about the composition of their remuneration.

1.7 Health and safety at work

The business partner is responsible for a safe and healthy working environment. By setting up and applying appropriate occupational safety systems, necessary precautionary measures are taken against accidents and damage to health that may arise in connection with the activity. Excessive physical or mental fatigue must be prevented by appropriate measures. In addition, employees are regularly informed and trained about applicable health and safety standards and measures. Employees are provided with access to sufficient drinking water and clean sanitary facilities.

1.8 Freedom of association and coalition

The right of employees to form and join organisations of their choice, to bargain collectively and to strike must be respected.

In cases where freedom of association and the right to bargain collectively are restricted by law, alternative options for employees to organise independently and freely for the purpose of collective bargaining must be provided.

Employees must not be discriminated against on the basis of forming, joining or being a member of such an organisation. Employee representatives must be granted free access to their colleagues' workplaces to ensure that they can exercise their rights in a lawful and peaceful manner.

1.9 Complaints mechanisms

The business partner must pass on information received from Märzhäuser Wetzlar regarding accessibility, responsibility and the implementation of a complaints procedure to its employees in an appropriate manner.

The complaints procedure must be accessible to employees while maintaining the confidentiality of identity and providing effective protection against discrimination. If no information is provided, the business partner is responsible for setting up an effective complaints mechanism for individuals and communities that may be affected by negative impacts at the operational level.

1.10 Handling conflict minerals

For the conflict minerals tin, tungsten, tantalum and gold, the company establishes processes in accordance with the guidelines of the Organisation for Economic Cooperation and Development (OECD) for fulfilling due diligence to promote responsible supply chains for minerals from conflict and high-risk areas and also expects this from its business partners. Smelters and refineries without appropriate, audited due diligence processes should be avoided.

I Environmental Protection

2.1 Preservation of natural resources

The business partner may not, in violation of legitimate rights, take away land, forests or waters whose use secures people's livelihoods. The business partner must refrain from harmful changes to the soil, water and air pollution, noise emissions and excessive water consumption if this damages people's health, significantly impairs the natural resources for producing food or hinders people's access to clean drinking water or sanitary facilities.

2.2 Raw materials and natural resources

The use and consumption of resources during production and the generation of waste of any kind, including water and energy, must be reduced or avoided. This is done either directly at the point of origin or through procedures and measures, e.g. by changing production and maintenance processes or procedures in the company, by using alternative materials, by saving, by recycling or by reusing materials.

2.3 Energy consumption/efficiency

Energy consumption must be monitored and documented. Economic solutions must be found to improve energy efficiency and minimise energy consumption.

2.4 Hazardous substances

The business partner undertakes, where applicable, to handle substances, mixtures and products responsibly and carefully in accordance with the applicable national and international requirements during and in connection with the provision of services for Märzhäuser Wetzlar.

In particular, the business partner assures that, where applicable, he complies with all relevant registration and information obligations and restrictions of the REACH Regulation (EC) 1907/2006 for substances and mixtures and provides a safety data sheet on the substances and mixtures used. He also undertakes to comply with the restrictions on the use of certain hazardous substances within the meaning of the RoHS Directive 2011/65/EU in the currently valid version.

Chemicals or other materials that pose a danger when released into the environment must be identified and handled in such a way that safety is ensured when handling these substances, transporting, storing, using, recycling or reusing them, and disposing of them. Mercury must be used in accordance with the prohibitions of the Minamata Convention of the 10th of October, 2013. The use of persistent organic pollutants must be in accordance with the current version of the Stockholm Convention of the 23rd of May, 2001.

2.5 Wastewater

Wastewater from operations, manufacturing processes and sanitation facilities must be classified, monitored, checked, and treated if necessary before discharge or disposal. In addition, measures should be introduced to reduce the generation of wastewater.

2.6 Air emissions

General emissions from operations (air and noise emissions) as well as greenhouse gas emissions must be classified before release, routinely monitored, checked, and treated if necessary. The business partner is also responsible for monitoring its exhaust gas cleaning systems and is required to find economical solutions to minimise any emissions.

2.7 Waste

The business partner follows a systematic approach to identify, manage, reduce and responsibly dispose of or recycle solid waste. The bans on the export of hazardous waste in the current version of the Basel Convention of the 22nd of March, 1989, must be observed.

I Ethical Business Conduct

3.1 Competition

The standards of fair business, fair advertising, and fair competition must be observed. In addition, the applicable antitrust laws must be applied, which in dealing with competitors in particular prohibit agreements and other activities that influence prices or conditions. In addition, these regulations prohibit agreements between customers and suppliers that are intended to restrict customers' freedom to autonomously determine their prices and other conditions when reselling.

3.2 Integrity

All business activities must be based on the highest standards of integrity. The business partner must pursue a zero-tolerance policy when prohibiting all forms of bribery, corruption, extortion and embezzlement. Procedures for monitoring and enforcing the standards must be applied to ensure compliance with anti-corruption laws.

3.3 Intellectual property

Intellectual property rights must be respected. Technology and know-how transfer must be carried out in such a way that intellectual property rights and customer information are protected.

3.4 Data protection

The business partner undertakes to meet the reasonable expectations of its client, suppliers, customers, consumers, and employees with regard to the protection of private information. The business partner must observe the laws regarding data protection and information security as well as official regulations when collecting, storing, processing, transmitting, and passing on personal information.

I Compliance with Law and Order

4.1 General

The business partner assures that he will comply with all relevant national and international laws and regulations in connection with the provision of services for Märzhäuser Wetzlar and that he will regularly inform himself about them. This applies, in particular, to the laws in the country in which the service is provided and the business partner's place of business.

Märzhäuser Wetzlar recognises that there are differences in cultures and legal requirements and at the same time expects that, regardless of the business partner's location, all business activities are managed and designed in such a way that they meet the requirements of this Code of Conduct.

4.2 Product quality

The business partner undertakes that all goods or services supplied by it meet the quality or safety standards specified by the applicable laws and regulations and to provide evidence of this upon request.

4.3 Foreign trade law

If applicable within the scope of the provision of services, the business partner assures compliance with all relevant national and international foreign trade and customs law requirements, such as the applicable laws on the import and export of goods, services, technology, software, and information as well as embargoes and other sanctions.

In particular, the business partner undertakes to comply with all relevant requirements of national and international customs and foreign trade law and to provide in writing, on time, all documents, data and information required to comply with the relevant customs and foreign trade law for export, import

and re-export (e.g. official permits to be obtained or existing reporting obligations).

I Implementation

5.1 General

Märzhäuser Wetzlar expects its business partner to identify risks within its supply chains and take appropriate measures. In the event of suspected violations and to secure supply chains with increased risks, the business partner will inform the company promptly and, if necessary, regularly about the identified violations and risks and the measures taken.

Märzhäuser Wetzlar reserves the right to check compliance with the standards and regulations listed in this document using a self-assessment questionnaire and risk-based audits at the business partner's production sites. The business partner agrees that Märzhäuser Wetzlar carries out such audits once a year or on specific occasions to check compliance with the Code of Conduct at the business partner's premises during normal business hours and after reasonable advance notice by persons commissioned by it. The business partner can object to individual audit measures if they violate mandatory data protection regulations.

5.2 Consequences of violations

If a violation of the regulations of this Code of Conduct is discovered, Märzhäuser Wetzlar will immediately inform the business partner in writing and give him a reasonable grace period to bring his behaviour into line with these regulations.

If a remedy is not possible in the foreseeable future, the business partner must report this immediately and, together with the company, create a concept with a timetable for ending or minimising the violation. If the grace period expires without result or the implementation of the measures contained in the concept does not bring about a remedy after the timetable has expired and no milder means are available, the company may terminate the business relationship and cancel all contracts.

A legal right to extraordinary termination unrestricted by the need for a grace period, particularly in the case of violations that are considered to be very serious, remains unaffected, as does the right to compensation.

5.3 Acknowledgement and consent

The business partner undertakes to act responsibly and to adhere to the principles and requirements listed. The business partner further undertakes to communicate the content of this Code of Conduct to its employees, agents and subcontractors in a manner that they can understand and to take all necessary measures to implement the requirements.

I Contact

Märzhäuser Wetzlar GmbH & Co. KG
In der Murch 15 | 35579 Wetzlar | Germany
Tel.: +49 6441 9116-0 | Fax: +49 6441 9116-40
info@marzhauser.com | www.marzhauser.com

I Further information

Product and material compliance at Märzhäuser Wetzlar

www.marzhauser.com/en/product-compliance

Quality management at Märzhäuser Wetzlar

www.marzhauser.com/en/quality

Supply Chain Due Diligence Act (LkSG)

www.gesetze-im-internet.de/lksg

Universal Declaration of Human Rights (UN)

www.un.org/en/about-us/universal-declaration-of-human-rights

Convention on the Rights of the Child (UN/UNICEF)

www.unicef.org/child-rights-convention

UN Guiding Principles

www.business-humanrights.org

UN Global Compact Network

www.globalcompact.de/en

ILO Convention

www.ilo.org

Stockholm Convention

www.pops.int

Minamata Convention

mercuryconvention.org

Basel Convention

www.basel.int