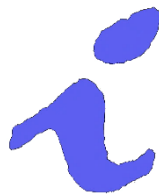


Code of Conduct

For suppliers and business partners

Revision 0
20.01.2020

Dok-Num: 20DK02400



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Revision state

Table 1: Revision state

Date	Rev.	Content	Created	Internal review	1 st auditor	2 nd auditor / Release
10.01.2020	.1	First issue	D. Auber	-	-	-
13.01.2020	.1	approval	-	-	J. Bachleitner	-
20.01.2020	0	release	-	-	-	W. Bachleitner

Revision .1

- *First issue*

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Abbreviations and glossary

For abbreviations, the referenced document **[09DK45900]** shall be used.

Referenced documents

Table 2: Referenced documents

Reference	Document identity	Description
[09DK45900]	09 DK 459 00	<i>Bachleitner und Heugel - Glossary</i>

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1 Introduction

1.1 Purpose of this document

This code of conduct defines the principles and requirements to the suppliers and business partners of Bachleitner und Heugel oHG in regard of their responsibility for humans and the environment.

1.2 Scope

The document applies to all suppliers of the organization.

1.3 Conventions

shall *Mandatory requirement*

must *Mandatory requirement, which origin is in the statutory scope of the project.*

should *Desirable requirements, which do not have to be realized mandatory.*

*The conventions are valid if these words are **bold**.*

Otherwise these words are only used in a describing manner.

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2 Compliance with laws

The rules and regulations of the applicable law must be followed.

3 Human rights and work practices

It must be ensured to avoid the violation and participation of violation of human rights and that all internationally proclaimed human rights will be observed. Particular attention should be paid to respect the human rights of particularly vulnerable groups such as women, children, guest workers or (indigenous) communities. This means:

- *Prohibition of forced labor*

Slavery, forced labor and human trafficking is prohibited.

- *Prohibition of child labor*

No hiring of workers that haven't reached the age of 15 years. In developing countries with ILO convention 138, it is allowed to reduce the age to 14 years.

No hiring of workers for risk work that don't have the minimum age of 18 as per ILO convention 182 requested.

- *No discrimination of and respect to each other*

Equal opportunities of workers independently of their skin color, race, nationality, ethnicity, political affiliation, social origin, possible disability, sexual identity and orientation, religious conviction, gender or age.

- *Work time, payment and additional services for workers*

Recognize the workers' right to form labor unions, join existing labor unions and participate in collective bargaining.

Comply with the applicable working time and wage regulations worldwide.

- *Health and safety of workers*

Act in accordance with the applicable legal and international standards related to health and safety work, as well as to ensure safe working conditions.

- *Complaint mechanism*

Provide employees access to a secure process to report possible violations of the principles of this code of conduct.

4 Environmental protection

It is to act in accordance with applicable legal norms and international standards relating to the environment. An appropriate environmental management system shall be established and applied.

5 Fair operating practices

- *Anti-corruption and bribery*

No form of corruption or bribery shall be tolerated.

- *Fair competition, cartel law and intellectual property rights*

One must act in accordance with national and international competition laws.

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- *Conflict of interests*

Any conflicts of interest that may affect business relationships must be reported to Bachleitner & Heugel oHG.

- *Money laundering, terrorist financing*

Money laundering or terrorist financing shall not be supported.

- *Data protection*

Personal data should be processed in a confidential and responsible manner.

- *Export control and customs*

The applicable export control and customs regulations must be respected.

6 Responsible procurement of minerals

Appropriate measures should be taken to avoid the use of raw materials originating from conflict and risk areas that contribute to human rights violations, corruption, the financing of armed groups or similar negative effects.

7 Supply chain

Each supplier shall make reasonable efforts to ensure that its suppliers in turn comply with the basic principles of this Code of Conduct.