

Supplier Code of Conduct



NORDMANN

1. Preface

Responsible corporate management at Nordmann has played an important role since the company's foundation in 1912. This must also remain the case in the future.

We are aware that we have reciprocal relationships with a variety of stakeholders, including our employees, suppliers, customers, the general public and the environment. We consider their legitimate demands in all our company decisions and activities, and we act accordingly in a responsible manner. We also expect our suppliers and their supply chains to abide by applicable laws and follow internationally recognized environmental, social and governing standards.

2. Legal Compliance

Compliance with the laws and legal systems of the respective countries in which we have business doings is of fundamental importance to Nordmann. Each of our suppliers is also obliged to comply with the laws of the applicable legal systems of the countries in which they operate. All courses of action which are illegal or which would result in liability claims are prohibited.

Within its sphere of influence, Nordmann therefore expects its suppliers to comply with the relevant international laws and standards of conduct.

3. Fair Competition

Fair competition is a prerequisite for free market development and the associated social benefits. Accordingly, the precepts of fairness, transparency and traceability also apply.

Nordmann suppliers commit themselves to engaging in fair competition and complying with current anti-trust and business laws. Further, Nordmann pays extremely close attention to compliance with fair trade laws.

4. Prohibition of Corruption, Bribery and Dishonest Influence

Nordmann expects its suppliers to refrain from engaging in any form of bribery, corruption and/or money laundering. This applies to their interaction with Nordmann employees as well as with all other business and contact partners. Furthermore, the supplier is obliged to disclose conflicts of interest involving Nordmann employees in connection with business activities, if known. A reciprocal zero-tolerance rule applies to dealings with public authorities and representatives; this means no gifts or invitations are to be exchanged or extended.

Nordmann exclusively maintains business relations with reputable customers and business partners who are involved in lawful business activities and whose funds are derived from legitimate sources.

Nordmann and its suppliers dissociate themselves expressly from the payment of so-called "acceleration money" or any other form of bribery.

5. Respect for the Basic Human Rights of Employees

We respect the personal dignity, privacy and fundamental human rights of each individual. We support equal treatment and equal opportunities for our employees and expect the same from our suppliers. Furthermore, we expect our suppliers to comply with the core labor standards of the International Labour Organization (ILO)¹, including the right of freedom of association and assembly.

In keeping with our company principles and with the core labor standards of the International Labour Organization (ILO)¹, we do not tolerate any form of discrimination and unacceptable treatment of employees, such as bullying and/or sexual or personal harassment.

In addition, our suppliers comply with the statutory employment laws – particularly those concerning maximum working hours and minimum wages – respective to the country that they work in.

Like us, our suppliers distance themselves from any form of child labor or forced labor.

6. Health and Safety of Employees, Environmental Protection

The physical health, psychological integrity and safety of our employees and our surroundings are all of great importance to Nordmann. In addition, environmental protection and the conservation of natural resources are important parts of sustainable development. Nordmann expects its suppliers to strive toward optimization in these areas, reduce the negative impact they have and establish concrete, written plans for their continuous improvement. Furthermore, all applicable health, safety and environmental regulations must be complied with and this compliance documented.

7. Handling of Information / Data Protection

Open communication requires accurate reporting. Foundational business processes need to be documented properly and truthfully. Information which is pertinent to accounting must be gathered completely, accurately and in keeping with the policy of financial integrity.

Trade and/or company secrets, as well as all other confidential or proprietary information that is not intended for the public, are subject to the stipulations of non-disclosure. If necessary, separate, additional confidentiality agreements must be signed for individual projects.

¹ Convention No. 87 – Freedom of Association and the Rights to Organise, 1948

Convention No. 98 – Right to Organise and Collective Bargaining, 1949

Convention No. 29 – Forced Labour, 1930

Convention No. 105 – Abolition of Forced Labour, 1957

Convention No. 100 – Equal Remuneration, 1951

Convention No. 111 – Discrimination (Employment and Occupation), 1958

Convention No. 138 – Minimum Age, 1973

Convention No. 182 – Prohibition and Immediate Action for the Elimination of the Worst Form of Child Labour, 1999

We note the above requirements and support the integration of these principles within our supply chain and our own company. We pledge to actively draw Nordmann's attention to possible misconduct.

Company name: _____

Name: _____

Position: _____

Date, Signature