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Revision 2	Rev.-Datum 24.04.18
Erstellt: S. Grebner	Abteilung: QM

# EBE - Guideline CODE OF CONDUCT FOR SUPPLIERS

**Emil Bucher GmbH & Co. KG**  
Modell- und Maschinenbau  
Osttangente 1  
73054 Eisingen/Fils



[← Übersicht-Prozesse](#)

[Übersicht-FP01-Unternehmenspolitik →](#)

**REMARK:** Only the German version of the document is valid.  
The English translation is for information only.

## INTRODUCTION

EBE expects from its suppliers and subcontractors that they agree with the principles of this code of conduct and that they implement them in their supply chain. EBE offers its supplier code of conduct to the suppliers with the aim to strengthen the common understanding of how sustainability should be implemented in the everyday business.

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## ETHICS AND INTEGRITY

- **The expectation to suppliers is that they act ethically and with integrity.**

Integrity in Business  
Transactions:

The expectation to suppliers is

- that they forbid corruption, extortion, infidelity and embezzlement in any form, and also that they do not practise and tolerate it.
- that they do not offer or accept bribes or other unlawful payments.
- that they do not offer gifts or other benefits for personal profit to EBE employees

Fairness in competition:

The expectation to suppliers is

- that they respect the applicable laws and regulations and behave fairly in competition.

Protection of confidential  
information and intellectual  
property rights:

The expectation to suppliers is

- that they use and protect confidential information in an appropriate manner.
- that they ensure the appropriate safety of protection-worthy data and valid intellectual property rights of its employees and business partners.

Communication options via  
wrongful conduct:

The expectation to suppliers is

- that they install processes for their staff communication on which possible wrongful behaviour can be reported.
- that every communication about potential of wrongful conduct is treated confidential.
- that they perform investigations on the basis of the reports and, if necessary, take action.

## DEALING WITH EMPLOYEES

- **The expectation to suppliers is that they respect and treat employees fairly and respectfully.**

Prevention of human trafficking  
and modern slavery:

We generally do not accept any form of trafficking and modern slavery (such as forced labor, bondage, forced labor, involuntary prison labor, child labor) and expect from suppliers to respect applicable laws and regulations.

Avoidance of child labor:

We reject any form of child labor in our supply chain and expect from suppliers to respect applicable laws and regulations.

Avoidance of forced labor:

We decline any form of forced labor in our supply chain (principle of free choice of workplace) and expect from suppliers to respect applicable laws and regulations.

Equal treatment and cultural  
diversity:

Discriminatory behavior typically refers (consciously or unconsciously) to personal characteristics such as race, national origin, gender, age, physical characteristics, social origin, handicaps, trade union membership, religion, marital status, pregnancy, sexual orientation, gender identity and expression or other unlawful criterion.

The expectation to suppliers is

- that the equal treatment of all employees is an essential principle of the corporate policy.
- that they ensure that their and EBE employees will be not harassed in any way.

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Fair treatment:	<p>The expectation to suppliers is</p> <ul style="list-style-type: none"> <li>• that they treat their employees fairly (free of sexual harassment, sexual abuse, physical punishment or torture, mental or physical force, verbal abuse and without threat of such treatment).</li> <li>• that employment contracts will not be terminated for no reason.</li> </ul>
Working hours, wages and other benefits:	<p>The expectation to suppliers is</p> <ul style="list-style-type: none"> <li>• that they are comply with applicable regulations regarding working hours.</li> <li>• that their employees receive wages and other benefits in accordance with the applicable laws.</li> <li>• that wage reductions as a disciplinary measure may only apply in accordance with the applicable national legislation (unaffected remains a possible claim for damages in contract or by law).</li> <li>• that they pay their employees on time.</li> <li>• that they offer their employees adequate training and further training opportunities.</li> </ul>
Freedom of association:	<p>The expectation to suppliers is</p> <ul style="list-style-type: none"> <li>• that they respect according to the local laws the right of the employees to unite freely, to join trade unions, to appoint employee representatives, to form a works council and to be engaged in collective bargaining.</li> <li>• that they do not disadvantage the employees who are engaged as an employee's representative.</li> <li>• that they take care for an open and constructive communication with their employees and employee representatives.</li> </ul>

## **HEALTH PROTECTION, SAFETY, ENVIRONMENT PROTECTION AND QUALITY**

### **The expectation to suppliers is**

- - **that they provide in their businesses a safe and healthy working environment.**
- - **that they are acting ecologically, responsibly and conserve resources.**
- - **that they ensure the quality in their business processes.**

Quality requirements:	<p>The expectation to suppliers is</p> <ul style="list-style-type: none"> <li>• that they fulfill the generally accepted or contractually agreed quality requirements in order to provide products and services that meet the needs of EBE, perform the promised performances and are safe for their intended use.</li> </ul>
Health, safety, environmental and quality requirements:	<p>The expectation to suppliers is</p> <ul style="list-style-type: none"> <li>• that they fulfill all applicable regulations regarding health, safety and environmental protection. Required permits, licenses and registrations should be available and maintained. All operational obligations and reporting requirements must be met.</li> </ul>
Product Safety:	<p>The expectation to suppliers is</p> <ul style="list-style-type: none"> <li>• that Material Safety Data Sheets with all necessary safety-related information for all used hazardous substances are available when required.</li> </ul>
Health and safety at work:	<p>The minimum requirements for a safe and healthy work environment include, among others, sufficient lighting, appropriate ambient room temperature, good ventilation, sanitary facilities and possibly also safe and healthy corporate accommodations.</p> <p>The expectation to suppliers is</p> <ul style="list-style-type: none"> <li>• that they protect her employees against any chemical, biological and physical dangers, physically strenuous activities at work, as well as against the risks arising from the infrastructure in the workplace.</li> <li>• that they ensure adequate controls, safe work procedures, preventative maintenance and the necessary, appropriate and technological protection measures for the reduction of health and safety risks in the workplace.</li> <li>• that they can provide safety information about hazardous materials to employees for training and protection.</li> </ul>
Process Safety:	<p>The expectation to suppliers is</p> <ul style="list-style-type: none"> <li>• that they use safety programs to control and maintaining the working processes in accordance with applicable safety standards.</li> <li>• that they carry out specific risk analyses and measures as prevention of incidents at dangerous installations (such as the exposition of chemicals and / or explosion hazards).</li> </ul>
Emergency preparedness, risk information and training:	<p>The expectation to suppliers is</p> <ul style="list-style-type: none"> <li>• that they provide safety information about ascertained workplace risks to their employees for an adequate protection and appropriate training.</li> <li>• that they identify and evaluate probable and possible emergency situations in the workplace, and minimize their effects by introduction of emergency plans and the related notification procedures.</li> </ul>
Waste and emissions:	<p>The expectation to suppliers is</p> <ul style="list-style-type: none"> <li>• that they establish systems to ensure a safe handling, transport, storage and recycling of waste, exhaust and sewage.</li> <li>• that all activities with potential negative impact on human health or the environment, adequately be handled and inspected before substances are released.</li> <li>• that they establish systems which prevent or minimize accidental spillage and release of harmful substances.</li> </ul>

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| Resource and climate protection:                          | The expectation to suppliers is <ul style="list-style-type: none"> <li>• that they use natural resources (e.g., water, energy, raw materials) sparingly.</li> <li>• that they are committed to the development and usage of climate-friendly products and processes to reduce power consumption and greenhouse gases.</li> <li>• that they minimize or eliminated negative impact on the environment and the climate in the place of origin or by processes (e.g., by modifications in the production process, material exchange, conservation, recycling).</li> </ul>  |
| 3TG conflict minerals: (tantalum, tin, tungsten and gold) | The expectation to suppliers is <ul style="list-style-type: none"> <li>• that they comply with their due diligence obligations when using 3TG conflict minerals (tantalum, tin, tungsten and gold) and take appropriate measures along their supply chain, as well as observing and complying with applicable national / international regulations.</li> </ul>  |
| Protective measures:                                      | The expectation to suppliers is <ul style="list-style-type: none"> <li>• that they ensure adequate protective measures within their supply chains.</li> <li>• that they, where applicable, maintain processes and standards that have been developed to ensure the intactness of deliveries to EBE (from the origin over all intermediate stations to its destination).</li> <li>• that they perform all necessary and appropriate measures in their area of responsibility, so that neither EBE products or their machinable components or raw materials or the know-how reach the hands of fakers or third parties or even leave the legal supply chain.</li> </ul> |

### MANAGEMENT SYSTEMS

- **The expectation to suppliers is that they introduce systems which support the compliance with applicable laws and promote a continuous improvement in terms of expectations.**

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| Legal and other requirements:                                     | The expectation to suppliers is <ul style="list-style-type: none"> <li>• that they fulfill all applicable laws, regulations, contractual agreements and generally recognized standards.</li> </ul>  |
| Communication of the sustainability criteria in the supply chain: | The expectation to suppliers is <ul style="list-style-type: none"> <li>• that they communicate the principles set out in this Code of Conduct in their supply chain.</li> </ul>   |
| Risk management:  | The expectation to suppliers is <ul style="list-style-type: none"> <li>• that they establish processes for identifying, defining and monitoring risks in all areas that are addressed in this Code of Conduct and all applicable legal provisions.</li> </ul>   |
| Documentation:  | The expectation to suppliers is <ul style="list-style-type: none"> <li>• that they create an appropriate documentation to demonstrate that they share the principles and values of this code of conduct. Unless the parties agree, EBE can inspect this documentation.</li> </ul>                     |
| Trainings:  | The expectation to suppliers is <ul style="list-style-type: none"> <li>• that they organize trainings in order to convey a reasonable understanding to their employees about the contents of the code of conduct as well as applicable laws, regulations and generally accepted standards.</li> </ul> |
| Continuous improvement:   | The expectation to suppliers is <ul style="list-style-type: none"> <li>• that they continuously improve their sustainability performance by taking appropriate measures.</li> </ul>   |
| Obligation and responsibility:                                    | Suppliers are encouraged to fulfill the expectations of this code of conduct for their company by providing matching funds.   |

<b>Supplier declaration:</b>	<ul style="list-style-type: none"> <li>• The supplier has received the EBE code of conduct for suppliers.</li> <li>• The Supplier hereby undertakes to recognize and comply with all rules and principles of the EBE Code of Conduct for suppliers.</li> <li>• The applicable substantive law of the Federal Republic of Germany applies to the declaration.</li> </ul>	
Company name + company stamp:		
Date:	Name (in block letters)	Signature