

Code of Conduct - Supplier



Sonnplast Solutions GmbH is committed to its social responsibility in open and fair global trade, and undertakes to comply with the principles of social responsibility.

The Code of Conduct below outlines the principles and requirements of Sonnplast Solutions GmbH expected from its suppliers of products and services in regard to their responsibility for mankind and the environment.

The Supplier is obliged to adhere to the “Declaration on Fundamental Principles and Rights at Work” (Geneva, 06/98) of the International Labour Organisation (ILO), as well as the Directives of the UN “Global Compact” Initiative (Davos, 01/99) and the UN Guiding Principles on Business and Human Rights (2011). They form an essential basis for a successful business relationship. It is obliged to pass on these requirements to its sub-contractors.

1. Compliance

The Supplier undertakes to comply with the respective laws and provisions relevant to it, in the respective applicable legal system.

2. Occupational health and safety

The physical safety of the employees and visitors takes highest priority. The national occupational health and safety standards are to be complied with.

The Supplier shall, moreover, in this context, take appropriate steps to provide a hygienic and safe working environment, as well as safeguard health and safety. The aim is to establish measures designed to ensure occupational safety at the Supplier’s premises.

3. Working hours and remuneration

The respective national regulations and arrangements on working hours and regularly paid vacations are to be complied with. Without regard to any gender differences, the remuneration will take into account the respective statutorily guaranteed minimum wages and the minimum standards adopted in the respective national economic sectors, and be orientated towards the respective labour market.

4. Environmental protection

The aim is to reduce the environmental impact by careful handling of all resources (energy, raw materials, etc.), as well as lower emissions and energy consumption, and increase energy efficiency. Measures for responsible handling of the environment need to be adopted. Any impact upon the environment and employee health is to be avoided, with all activities, or kept to the absolute minimum.

The Supplier is obliged to notify Sonnplast Solutions GmbH in writing about any environmental hazards without delay, and disclose the outcome of the investigations required by the legislative authority to Sonnplast Solutions GmbH. It needs to answer any relevant queries in regard to the use of hazardous substances and comply with any regulations/restrictions notified by Sonnplast Solutions GmbH. Active engagement with the topic of environmental protection is a prerequisite. The aim is to establish environmental protection management at the Supplier's premises.

5. Handling resources/efficiency of resources and the consumption of energy

Conservation of the environment and resources is of great significance, in the context of developing and manufacturing products and transporting them, as well as when disposing of them.

Efficiency of resources:

Suppliers use resources efficiently, and have established and implemented business processes to cover environmental aspects, such as the use of materials, energy consumption, greenhouse gas emissions, water quality and consumption, air quality, waste management and other natural resources. The outcome is that emissions in the air, in the water and on the earth are reduced, and the environmental impact effectively kept to a minimum. Relevant key data is deployed in order to monitor the efficiency. Suppliers will, at Sonnplast Solutions GmbH's request, provide information and data aimed at the preparation of resource efficiency analyses and lifecycle assessments, e.g. overall energy consumption, CO₂ emissions from their own and third party-generated energy, overall water consumption, process water, waste for disposal, waste for recycling and VOC emissions (volatile organic compounds). Waste management:

Suppliers are, when developing and manufacturing products, as well as during the use phase and the subsequent recycling of them, as well as any other activities associated with them, to avoid waste, and are to consider how they can be re-used or recycled, as well as the hazard-free, environmentally friendly disposal of residual waste, chemicals and waste water.

Environmental management:

Suppliers shall ensure compliance with any valid provisions and laws on protection of the environment. Suppliers must, moreover, develop and use an appropriate waste management system (depending upon the impact of production upon the environment, e.g. pursuant to ISO 14001), in order to minimise ecological damage and hazards and improve environmental protection during day-to-day business operations.

6. Dispensing with minerals from areas of conflict and risk

The Supplier warrants that it does not use any conflict-ridden minerals, such as, in particular, tin, tantalum, tungsten, gold and its derivatives, from areas of conflict and risk. According to the Dodd Frank Act, Section 1502, conflict-ridden minerals are minerals, the revenues from which directly or indirectly fund non-governmental armed groups.

According to the Dodd Frank Act (Section 1502) and the envisaged European Conflict-Ridden Mineral Act, the supply chain is to be checked, and the use of conflict-ridden minerals avoided, or, otherwise, the latter are to be substituted. In so far as conflict-ridden minerals cannot be substituted, the Supplier will only buy from smelting works that are validated in line with the requirements of the CFS Program (Conflict-Free Smelter Program), and included in the “CFS Complaint Smelter” List.

Once per year, as well as at Sonnplast Solutions GmbH's request, information needs to be provided, also by any sub-contractors, on the smelteries from which the minerals are procured.

7. Handling prohibited hazardous substances

Substances which are subject to any statutory restrictions or prohibitions may only exist in the parts or materials supplied or in the products contained in them in accordance with such regulations (e.g. the Chemical Prohibition Ordinance, End-of-Life Vehicle Ordinance, Regulation (EC) No.1907/2006 of the European Parliament and of the Council of 18 December 2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), as amended).

8. Human rights

The Supplier is obliged to comply with and observe the internationally recognised human rights in accordance with the UN Declaration on Human Rights. It is to be ensured that it does not become complicit in human rights infringements.

- The internationally recognised human rights are to be complied with.
- Equal employment opportunities are to be guaranteed, and the Supplier is to refrain from any form of discrimination.
- It is to promote equal treatment of its employees, irrespective of sex, race, skin colour, any kind of handicap, origin, religion, again or sexual orientation.
- The personal dignity, privacy and personal rights of each individual are to be respected.
- Any unacceptable treatment of staff, such as mental cruelty, sexual and personal harassment or discrimination, is not to be tolerated.
- Nobody is to be employed or made to work against his or her will.
- Human trafficking is never to be carried out, accepted or supported.

9. Rights of children

Child labour is prohibited. The health, safety and trouble-free development of children is absolutely to be ensured. Adherence to the minimum age of employees, in line with the ILO Convention on Admission to Employment, as well as the prohibition of child labour, always needs to be guaranteed by the Supplier.

10. Free choice of occupation

The Supplier is obliged to preserve the principle of free choice of place of work. Any form of forced labour or child labour will not be tolerated.

11. Fair working conditions

The Supplier needs to ensure conditions that make it possible for employees to maintain an appropriate standard of living. The remuneration needs to secure the employee's subsistence, including social and traditional participation, and be in line with any statutory regional provisions. Adherence to the nationally applicable working hours and vacation provisions is mandatory.

- The Supplier needs to ensure appropriate remuneration, which corresponds at least to the respective national, statutory standards or the level of the national economic sectors/industries.
- The respective national regulations and agreements on working hours and regularly paid vacation are to be complied with.
- The respective statutory standards on working hours, including overtime, applicable in the various countries and/or the collective wage agreements are not to be exceeded.

12. Protection against discrimination

Dealings with one another need to be marked by tolerance and respect. Equal opportunities and equal treatment need to be guaranteed, irrespective of origin, skin colour, religion, sex, age, sexual orientation, social origin, physical or mental handicap, and also any social or political affiliation, in so far as the latter are based on democratic principles and tolerance towards people who think differently.

13. Freedom of association

The basic right to freedom of association on the part of employees is to be preserved. Forming trade unions and representative bodies for employees, and becoming members of them, is recognised.

14. Fair competition

Competition stimulates maximum achievement. A stable business co-operation for the benefit of all can, however, only exist if there is fair competition and strict compliance with the legal system. Every supplier is obliged to observe, and comply with, the national and international rules of fair competition, and not to engage in any actions that violate anti-trust law.

15. Anti-money laundering measures

Sonnplast Solutions GmbH supports all measures necessary in order to, within its sphere of influence, prevent the injection of funds acquired through criminal activity into the legal financial circuit with the aim of concealing the true origin of them.

16. Combating corruption

The Supplier needs to reject and prevent any form of corruption, incl. "facility payment", within the scope of business activity. It is required to ensure that its employees, sub-contractors or authorised representatives do not grant, offer or accept any bribes, kickbacks or any other illegitimate payments or benefits. This also applies to any actions liable to prosecution, such as fraud, breach of trust or criminal offences against fair competition.

17. Observance of German Foreign Trade Regulations

With all deliveries, services and payments, Sonnplast Solutions GmbH observes the applicable national and international foreign trade legislation. Any violations in this field not only lead to extremely heavy administrative fines, but may entail prison sentences for those involved. In addition, not only will the deliveries concerned be stopped, but future deliveries of Sonnplast Solutions GmbH Group will also be impeded by the loss of customs and export privileges.

18. Transparency

The accountability and transparency under these guidelines are to be ensured by means of suitable proprietary, as well as state, control measures, and need to be proven to Sonnplast Solutions GmbH.

19. Information security

The Supplier is obliged to fulfil the respective applicable Information Security Policy of Sonnplast Solutions GmbH. The Supplier in any case warrants that it will adhere to the Trade Secrets Directive (EU) 2016/943, and implement a minimum standard of protective measures in regard to the business know-how provided by Sonnplast Solutions GmbH. Suppliers having their registered office outside the European Union undertake to likewise comply with the principles laid down in this Policy.

It is the Supplier's task to make sure that its sub-contractors likewise act in accordance with these regulations.

Sonnplast Solutions GmbH reserves the right to terminate any existing legal transactions with the Supplier by way of an extraordinary termination, in the event of a violation. It falls within the scope of the decision-making authority of Sonnplast Solutions GmbH to refrain from such consequences, and, instead, take alternative steps, if counter-measures are demonstrated and proven without delay.

Declaration by the supplier:

Company name, address:

We hereby confirm that:

We have received the Code of Conduct for Suppliers of Sonnplast Solutions GmbH and hereby, in addition to our obligations arising from the supply contracts, undertake to comply with the principles and requirements of this Code of Conduct and incorporate them into the supply chain. We are, moreover, in agreement that this declaration is subject to the law of Germany (or the law of the country to which it pertains), subject to exclusion of the regulations which pertain to other jurisdictions.

Place, date | Place, date

Signature

Name and Position

Company stamp