

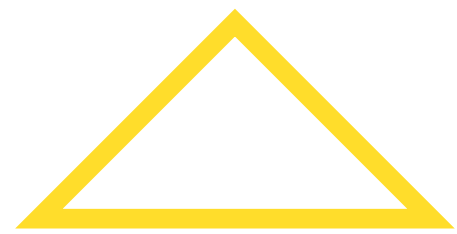
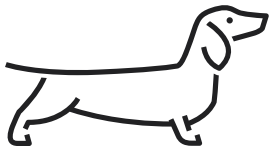
# SUPPLIER CSR/SUSTAINABILITY REQUIREMENTS

To all suppliers,

We greatly value working with you as a supplier and recognise that sustainability is an essential part of our business. We believe that responsible and sustainable procurement of products and services makes a positive contribution to society and the environment. Therefore, we want to be sure that our suppliers share similar values and standards in terms of Corporate Social Responsibility (CSR) and sustainability.

The aim of this letter is to set out our requirements for CSR/sustainability, and ask you to implement them in your company. We expect you as a supplier to commit to the following:

1. **Child labour and young workers:** You must not promote child labour, and must ensure that your employees have reached the minimum legal age for work. Any use of young workers must comply with international standards and national legislation.
2. **Wages and benefits:** You shall undertake to pay your employees a reasonable wage which meets the statutory minimum wage as well as industry standards. In addition, you should provide reasonable social benefits.
3. **Working hours:** You must ensure that your employee working hours comply with applicable working time legislation and are reasonable. Overtime should be voluntary and paid at a fair rate.
4. **Modern slavery:** You must commit to preventing and combating all forms of modern slavery, servitude, forced or compulsory labour and human trafficking. All your employment policies should be based on being voluntary and on respect for human dignity.
5. **Freedom of association and collective bargaining:** You recognise that your employees have the right to freedom of association and collective bargaining, and ensure that this right is respected. You must not discriminate or take reprisals against employees who exercise this right.
6. **Discrimination and harassment:** You undertake to treat your employees fairly and equally, and to avoid discrimination and harassment in any form.



7. Occupational health and safety: You should ensure a safe and healthy working environment. All relevant health and safety legislation and regulations should be observed in order to avoid accidents and injuries.
8. Anti-corruption and anti-money laundering: You should implement anti-corruption and anti-money laundering measures, and ensure that your business practices are transparent and show integrity.
9. Data protection and data security: You should ensure the confidentiality and security of the data and information we provide and use it only for agreed purposes.
10. Fair competition and anti-trust legislation: You should comply with all applicable competition legislation and regulations and engage in fair business practices. Operating cartels and unfair competition are not acceptable.
11. Conflicts of interest: You should disclose and avoid any conflicts of interest which could compromise the integrity of our business relationship.
12. Whistle blowing and protection against reprisals: You should have a suitable whistle-blowing system in place so employees can report breaches of the law or our CSR/sustainability requirements. Any form of reprisals against whistle blowers is strictly prohibited.
13. Greenhouse gas emissions, energy efficiency and renewable energy: You should take action to reduce greenhouse gas emissions, improve energy efficiency and encourage the use of renewable energy.
14. Water quality, consumption and management: You should use water resources responsibly and put measures in place to maintain water quality and reduce water and waste water consumption.
15. Air quality: You should strive to minimise emissions of airborne pollutants and improve air quality in your business.
16. Responsible management of chemicals: You should ensure that chemicals are handled in accordance with applicable environmental and health standards and that all relevant regulations are complied with.
17. Sustainable resource management: You should implement sustainable procurement policies to conserve resources and minimise environmental impact.



18. Avoiding waste: You should take steps to reduce, recycle and dispose of waste in an environmentally friendly manner.

19. Financial responsibility (accurate records): We recommend keeping accurate records of your financial transactions. We value transparency in the use of resources and expect all applicable legislation and regulations to be complied with.

20. Plagiarism and intellectual property: You agree to respect other people's intellectual property and not to plagiarise or infringe copyright.

21. Decarbonisation: You shall devise strategies to decarbonise your business and work actively to reduce your CO2 emissions.

We expect you to actively implement these requirements in your company, and improve continuously. To ensure that our working relationship meets the highest standards, we reserve the right to verify compliance with these requirements and to conduct audits or inspections as necessary.

We look forward to working with you and to maintaining a sustainable and responsible supply chain together. Please confirm in writing that you accept and will implement the above requirements.

If you have any further questions or concerns, please do not hesitate to contact us.

Best regards,

MARK Metallwarenfabrik GmbH

