

## Code of Conduct for Suppliers

Dear Ladies and Gentlemen,

We want to maintain a reliable partnership with our suppliers. The three key success factors are transparency, trust and cooperation. Transparency creates trust, and trust is the basis for good cooperation.

As a family-owned company, we have earned an excellent reputation among our customers, suppliers and the public for decades of dedicated, sustainable work, innovative solutions, first-class quality and flexible service. This is a valuable asset that we want to safeguard and build on.

No business is so important that we are allowed to violate applicable rules and laws in the process. Acting irresponsibly, even to the detriment of the environment and living creatures, can cause considerable damage. For this reason, we must comply with rules and laws and regard this as an integral part of our corporate culture.

We also expect our suppliers to act lawfully and sustainably. This Code of Conduct for Suppliers describes our expectations for sustainable business management and business relationships. It is to be understood as a binding code of conduct for our supply chain. The aim is to protect society and the environment along our entire supply chain.

Best regards,



Jürgen Wallstabe  
Managing Partner



Christian Wallstabe  
Managing Partner



Kai Peters  
Managing Director

## Table of contents

1 Basic behavioral requirements .....	3
1.1 Transparency, trust and cooperation.....	3
1.2 Compliance with applicable laws.....	3
1.3 Respect for human rights .....	3
1.4 Avoidance of conflicts of interest.....	3
1.5 Transfer to own supply chain .....	3
2 Conduct towards business partners and third parties .....	3
2.1 Integrity and prohibition of counterfeit parts.....	3
2.2 Fair competition .....	3
2.3 Fighting corruption .....	3
2.4 Trade Controls .....	4
2.5 Conflict Minerals .....	4
3 Handling information.....	4
3.1 Protection of confidential information .....	4
3.2 Compliance with data protection regulations .....	4
3.3 Protection of intellectual property .....	4
4 Dealing with employees.....	4
4.1 Fair working conditions .....	4
4.2 Diversity and the principle of equal treatment.....	4
4.3 Rejection of slavery, forced and child labor .....	4
4.4 Dialog with employees and employee representatives .....	4
5. Environment, safety and health .....	5
5.1 Sustainable environmentally conscious actions throughout the supply chain .....	5
5.2 Safe and healthy working environment .....	5
6 Notification, notes and contact person .....	5
6.1 Reporting misconduct of any kind .....	5
6.2 Ombudsman .....	5

## 1 Basic behavioral requirements

### 1.1 Transparency, trust and cooperation

Responsible cooperation requires actions and decisions that are transparent and comprehensible, only then will they meet with the necessary acceptance. For cooperation, transparency also means dealing openly and honestly with problems and mistakes. Wallstabe & Schneider considers these to be fundamentally important factors for a business relationship and therefore also expects such behavior from its suppliers.

### 1.2 Compliance with applicable laws

Compliance with applicable local, national and international laws and regulations is a prerequisite for a trusting business relationship. Wallstabe & Schneider does not tolerate such violations and expects its suppliers to comply with the applicable laws and regulations.

In case of serious violations, Wallstabe & Schneider reserves the right to draw consequences from such behavior.

### 1.3 Respect for human rights

Respect for human rights is an integral part of the corporate responsibility of every company. Wallstabe & Schneider also expects its suppliers to respect the dignity and personal rights of the people with whom they come into business contact. All suppliers are expected to take measures to ensure the protection of human rights.

### 1.4 Avoidance of conflicts of interest

A conflict of interest exists if the actions or private interests collide in any way with the interests of the company or could even appear to do so.

Wallstabe & Schneider expects loyalty and integrity from all its employees. This means that all employees are required, within the scope of their employment, to act solely in the interests of Wallstabe & Schneider. All suppliers are expected to respect this in their daily business, not to put employees in distress and to disclose possible conflicts.

### 1.5 Transfer to own supply chain

The principles described in this Code of Conduct represent a minimum standard for Wallstabe & Schneider. Suppliers are also expected to insist on compliance with applicable law within their own supply chain and to establish appropriate measures for verification.

## 2 Conduct towards business partners and third parties

### 2.1 Integrity and prohibition of counterfeit parts

Wallstabe & Schneider expects integrity in its business dealings. All suppliers are also expected to comply with the relevant legal provisions. Wallstabe & Schneider maintains business relationships only with those third parties who engage in ethically sound business practices and do not expose the company to criminal or other liability or damage the company's reputation.

Wallstabe & Schneider does not engage in, enable or tolerate any activities related to money laundering.

The production of counterfeit parts (plagiarism) and trade in them are strictly rejected and fundamentally prohibited.

### 2.2 Fair competition

In almost all countries, there are laws and regulations that prohibit relationships or agreements between competitors, suppliers, distributors or dealers that could distort competition.

Wallstabe & Schneider stands for fair and undistorted competition. This is also expected from our own suppliers. They are required to comply with all antitrust regulations in the markets in which they operate.

### 2.3 Fighting corruption

Wallstabe & Schneider expects its suppliers to strictly prevent any form of corruption or granting of advantages. This applies to direct benefits in the form of money or vouchers as well as indirect benefits in the form of gifts or invitations or in connection with advertising measures such as sponsoring or donations.

## 2.4 Trade Controls

National and international laws regulate the import, export or domestic trade of goods, technology, services and the handling of certain products. Wallstabe & Schneider expects its suppliers to implement measures to avoid violating economic embargoes or trade regulations or requirements for import and export controls or requirements for the prevention of terrorist financing.

## 2.5 Conflict Minerals

Suppliers are expected to observe the applicable legal requirements regarding "conflict minerals", in particular tin, tantalum, tungsten and gold from conflict areas, and to take appropriate measures in their companies to ensure compliance with these laws.

Furthermore, it is expected that measures exist in the suppliers' companies to prevent the use of raw materials that directly or indirectly finance armed groups that violate human rights (financing of terrorism).

## 3 Handling information

### 3.1 Protection of confidential information

Suppliers are expected to protect and treat as confidential all company information entrusted to them by Wallstabe & Schneider. This applies to all information received by the supplier, be it personal data of employees, design data, production plans or other documents.

### 3.2 Compliance with data protection regulations

The protection of personal data of employees and business partners is very important to Wallstabe & Schneider. This is also expected from all suppliers, in particular that personal data is handled with great care and sensitivity and that measures are taken within the company to protect this data. Personal data must be handled in accordance with the applicable data protection regulations.

### 3.3 Protection of intellectual property

The protection of its own intellectual property as well as that of the supplier is very important to Wallstabe & Schneider. Suppliers are therefore expected to protect documents marked as confidential from access by unauthorized third parties and under no circumstances to pass them on without the consent of Wallstabe & Schneider.

## 4 Dealing with employees

### 4.1 Fair working conditions

Wallstabe & Schneider expects its suppliers to treat their employees fairly and to pay them appropriately. The legally guaranteed minimum wages and legally stipulated working hours in the respective labor markets must be observed. Compliance with the applicable occupational safety measures is also a prerequisite. If there are no requirements in a country or if these are at a very low level, Western European standards must be applied.

### 4.2 Diversity and the principle of equal treatment

Every person is entitled to fair and respectful treatment. It is important to Wallstabe & Schneider that discrimination and harassment based on gender, ethnic origin, religion, caste, age, disability or sexual orientation are also actively combated in the suppliers' companies.

### 4.3 Rejection of slavery, forced and child labor

Wallstabe & Schneider condemns any form of exploitation and discrimination. Slavery, forced labor and child labor are strictly rejected. Wallstabe & Schneider's suppliers must also comply with these principles.

### 4.4 Dialog with employees and employee representatives

Wallstabe & Schneider respects the right of its employees to freedom of association. This is also expected from suppliers.

## 5. Environment, safety and health

### 5.1 Sustainable environmentally conscious actions throughout the supply chain

Protecting our environment is an integral part of every company's corporate responsibility. Wallstabe & Schneider also considers its suppliers to have a duty to comply with applicable environmental regulations and standards, as well as to adopt practices that minimize environmental impact. The company works specifically on the following topics:

- Continuous reduction of CO<sub>2</sub> greenhouse gas emissions\* into the atmosphere \*Explanation: The CO<sub>2</sub> balance (carbon dioxide balance, also greenhouse gas balance, CO<sub>2</sub> footprint) is the measure of the total amount of carbon dioxide emissions directly or indirectly caused by activities or life stages of products or people
- Protecting water quality by using sustainable filtration technology and continuously reducing water consumption
- Sustainable improvement of air quality through use of sustainable processes in production (e.g. filter systems)
- Commitment of our own subcontractors/suppliers (supply chain management) to sustainable corporate management, with the aim of sustainable and environmentally conscious practices

### 5.2 Safe and healthy working environment

The safety and health of employees is one of the most important issues in everyday business. Appropriate health and safety precautions and measures are therefore essential.

Wallstabe & Schneider expects its suppliers to meet or even exceed the relevant legal requirements, regulations or company guidelines regarding occupational safety, fire protection and active health protection.

If there are no requirements in a country in this regard or if they are at a very low level, Western European standards are to be applied.

Commitment of own subcontractors/suppliers (supply chain management) to health-conscious and socially responsible corporate governance as required by this sustainability guideline.

## 6 Notification, notes and contact person

### 6.1 Reporting misconduct of any kind

We expect our suppliers to ensure that their employees always find an open door and are always encouraged to speak out freely and without fear of reprisal. To clarify issues related to the Code or to address misconduct, supplier employees should be able to contact a person in their immediate work environment, for example:

- Management and executives,
- the compliance officer at the site
- the human resources department
- or the employee representative

### 6.2 Ombudsman

In addition to the above-mentioned local contacts, we expect our suppliers to set up a neutral ombudsman office. This is to consistently record tips (also anonymously) and initiate countermeasures if necessary.

Your contact for suspicious cases is our Compliance Officer:

Michael Brand

Phone: +49 (0) 160 4767893

michael.brand@wallstabe-schneider.de

Dichtungstechnik Wallstabe & Schneider GmbH & Co. KG

Strasse der Dichtungstechnik 2

94559 Niederwinkling

Germany

P +49 (0) 962-201-0

F +49 (0) 962-201-175

info@wallstabe-schneider.de

www.wallstabe-schneider.de