

Supplier Guidelines and Code of Conduct of Peter Ruppel GmbH & Co. KG

Peter Ruppel GmbH & Co. KG (hereinafter referred to as “ruppel”) will only be able to achieve sustainable and responsible policy through compliance with social, economic and ecological principles. For this reason, ruppel presumes that its suppliers and their value chains comply with the legal provisions and laws on working conditions, health, safety at work, environmental protection and combating corruption.

In conjunction with this, we expect our suppliers to meet the below specified demands and confirm compliance in writing. Any grave violation of these guidelines shall be considered a breach of a cardinal contractual obligation of our General Conditions of Purchase.

Human Rights and Working Conditions

Free Choice of Employment

Employees shall not be employed against their will or compelled to work through the use of direct or indirect violence or intimidation.

Prohibition of Child Labor

Ruppel does not tolerate any child labor nor any exploitation of children and adolescents and also expects its suppliers and their value chains to comply with this rule. The term “child,” depending on state law, refers to all individuals under 15 or 14 years of age (see ILO Core Labor Standard). This shall also apply for individuals mandated to attend school and to persons who have not reached the applicable age to be eligible for work in the respective country. Employees under 18 years of age are not allowed to perform any work that could put their health and safety at risk. Ruppel consents to recognised training programs that meet all laws and provisions.

Remuneration, Working Hours and Social Benefits

Ruppel expects that the employees of its suppliers shall also receive reasonable compensation in compliance with the national statutes for minimum and collective bargained wages of the respective country. Deductions from wages as disciplinary measures shall not be permitted. The working hours and rest times must, at a minimum, meet with the respective laws and standards.

Safety and Health

The supplier shall ensure the existence of a safe and healthy workplace, which shall also include compliance with all internationally accepted standards with regard to workplace safety and health protection, hygiene, fire and risk protection. All respectively required permits, licenses and applications must be complied with, maintained and be up to date. Moreover, the employees of the suppliers must be trained on the applicable standards on a regular basis, and if necessary, must be equipped with suitable protective gear free of charge for the employee. The employees must also be provided with safety information with regard to dangerous goods. Moreover, ruppel expects that measures are taken to prevent the frequency of accidents and the minimization of health risks.

Prohibition of Discrimination

Ruppel is committed to have a diverse workforce and employs staff members of different origins and with different experience. We have made it our goal, to provide equal opportunities and equal treatment and to prevent discrimination. We expect that same approach from our suppliers and also ask them to prevent any type of discrimination, regardless of whether it occurs during recruitment, employment, advancement or granting of training or continued education opportunities, based on race, colour of skin, nationality, religion, gender, sexual identity, pregnancy, age, physical or mental disability, status of health, political stance, ethnic origin or membership in a trade union.

Employee Advocates

Provided the national legislation of the respective country permits, ruppel expects that the supplier’s employees are given the right to form coalitions, assemble and engage in collective compensation bargaining.

Environmental Protection and Content of Products

Environmental Protection and Compliance with Energy Standards

Ruppel has committed to comprehensive environmental protection and to the responsible handling of natural resources.

Hence, we expect our suppliers to be familiar and comply with the respective applicable national environmentally relevant policies and law.

For ruppel, the fulfilment of the following standards is a key component of preventing a strain on the environment and to guarantee a responsible handling of the resources:

- The economical handling of raw and other materials in all areas of the company as well as the verification, whether the use of alternative more environmentally friendly materials would be possible or whether the materials can be reused, as well as a generally responsible procurement of raw and other materials
- The responsible use of natural resources in accordance with the principle of the Rio Declaration
- The responsible use of energy and the promotion of regenerative types of energy
- Prevention of any type of contamination of the natural resources air, water and soil as a result of wastewater, emissions and waste.
- Prevention and reduction of any type of waste, and the proper disposal of it.
- To protect the environment as well as the employees, dangerous goods must be determined and training in their safe handling must be provided.
- The production facilities and equipment of the supplier must be in compliance with relevant environmental policies and must be audited on a regular basis
- The use of sustainable packaging materials that are recyclable and, if possible, made from recycled materials. The use of multi-way packaging is to be preferred. However, providing sufficient protection from damages for the goods must not be neglected and is of highest priority.
- Moreover, unnecessary transports must be avoided and an awareness of anticipatory driving that reduces the environmental footprint such as emissions and noise should be promoted.

Furthermore, ruppel would welcome it if its suppliers defined their environmental and energy goals.

Dangerous Product Ingredients

All applicable laws, provisions and possible customer requirements with regard to the prohibition or restriction of specific substances must be complied with. The following standards shall be observed:

- The maximum permitted limits for substances of the SVHC Candidates List of the ECHA must be complied with and are subject to the obligation of disclose information according to the REACH Directive. The substances must also be registered according to Annex XIV of the REACH Directive.
- Products or components with electronic parts must be in compliance with the RoHS Directive.
- The requirements of the Chemicals Prohibition Regulation must be taken into account.
- Observe the labelling requirements for recycling and the disposals of substances as well as products.

Business Ethics

Corruption and Bribery

Ruppel does not tolerate any form of corruption, bribery or venality. The Convention of the United Nations aiming at combating corruption and the Convention of the OECD on combating bribery must be complied with.

It must be ensured that ruppel employees do not enter into any personal dependencies or obligations to get an advantage in the form of cash as bribes, payola, kickbacks or other illegal payments. Likewise, gifts or invitations that are inappropriate in terms of their scope or that aim at getting the employee to place an order or extend a business preference shall not be given to ruppel employees.

Anti-trust Law and Money Laundering

Ruppel expects its suppliers to act in the spirit of fair competition and to absolutely adhere to the applicable anti-trust laws. Suppliers are prohibited to participate in anti-trust law violating arrangements with competitors on prices, sales territories, other terms, etc.

Exploiting a potentially existing market dominating position in an abuse manner is also prohibited.

Likewise, ruppel presumes that its suppliers comply with the applicable obligations aiming at the prevention of money laundering and do not participate in related financial transactions or directly or indirectly support money laundering activities.

Data Protection and Confidentiality

Ruppel acts in compliance with the General Data Protection Regulation (GDPR). To ensure compliance and implantation, it has a data protection officer.

We also expect our suppliers to handle sensitive information and data confidentially and expect that personal data of both, our customers and our employees, are protected in compliance with national and international data protection regulations. Furthermore, personal data must be protected from access and use by unauthorised parties.

We also expect that all confidential information of any kind, as well as business and company secrets are handled with absolute discretion.

Compliance with the Supplier Guidelines / Code of Conduct

Ruppel regards the principles and requirements of the Supplier Guidelines / Code of Conduct as part of the order placement and the basis for cooperation. In the event of non-fulfilment or violations without any foreseeable intention to comply in the future or to make improvements based on an agreed upon plan, we reserve the right to terminate individual or all contractual relationships with the supplier extraordinarily with immediate effect.

Confirmation

We herewith acknowledge the Supplier Guidelines of Peter Ruppel GmbH & Co. KG and undertake to comply with them.

Name

Position

Place, date

Signature, Company Stamp