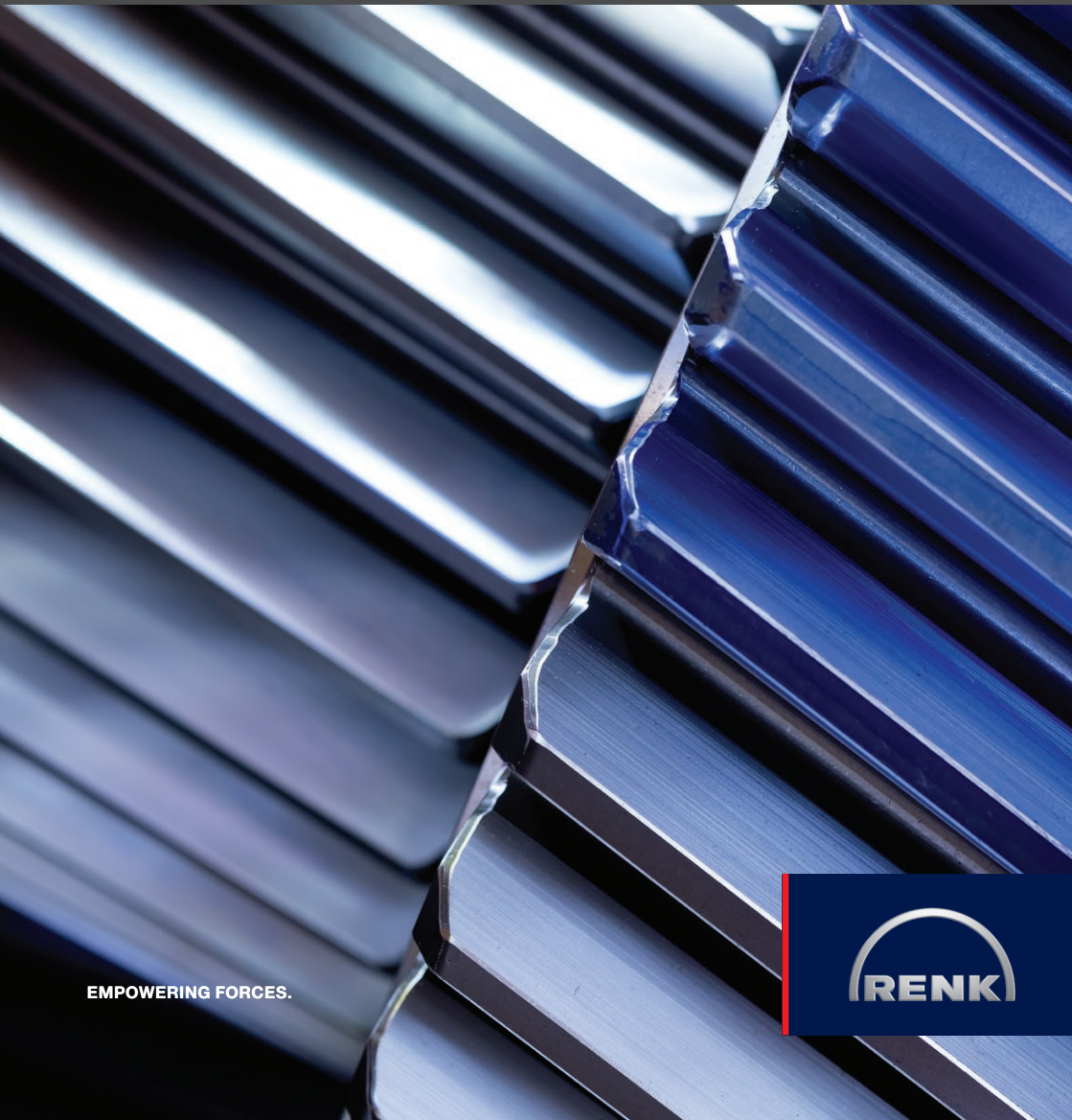


# Code of Conduct

for Suppliers and Business Partners



EMPOWERING FORCES.



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## Foreword

RENK GmbH (“RENK”) is a global enterprise that operates in many business areas and enjoys a long tradition. RENK therefore has a responsibility to customers, employees, investors and the public. This corporate responsibility includes compliance with all applicable laws everywhere and at all times as well as respecting ethical values and acting sustainably.

By acceding to the United Nations’ Global Compact, RENK has undertaken to observe its ten principles in the areas of human rights, labor, environmental protection and anti-corruption. Furthermore, RENK meets the labor standards laid down in the Conventions of the International Labor Organization (ILO). In addition, RENK has established binding guidelines in its Code of Conduct for acting responsibly.

In line with the corporate responsibility strategy pursued by RENK, the company expects its suppliers (i.e. all contracting parties that supply RENK with goods, materials or services) and business partners (including business partners with an intermediary and/or representative function that act in the interests or on behalf of RENK in a sales support capacity, such as consultants, agents, trading representatives, authorized dealers/importers, joint venture and syndicate partners, etc.) and their employees to act responsibly and to undertake to observe the basic principles outlined in this RENK Code of Conduct for Suppliers and Business Partners. If the suppliers or business partners commission third parties (e.g. subcontractors or representatives) in their business dealings with RENK, RENK expects these third parties to also observe the principles laid down in this RENK Code of Conduct for Suppliers and Business Partners.

# 1. Corporate responsibility

**Corporate responsibility involves a duty to comply with all applicable rules and regulations. RENK expects its suppliers and business partners to especially observe the following basic principles:**

## **Human rights**

➤ RENK suppliers and business partners respect and protect all applicable regulations worldwide to protect human rights as a fundamental and general requirement. This also involves RENK suppliers and business partners refraining from employing forced or child labor. Suppliers and business partners comply with the rules laid down in the ILO Convention 138 concerning the minimum age of employment for children.

## **Equal opportunity and non-discrimination**

➤ RENK suppliers and business partners do not discriminate on the grounds of national or ethnic origin, race, sex, religion, views, age, disability, sexual orientation or any other legally protected characteristics unless the law requires otherwise.

## **Environmental and climate protection**

➤ RENK suppliers and business partners take responsibility when it comes to environmental protection and comply with all applicable legislation relating to the environment and sustainability. They use natural resources sparingly and minimize environmental impact in their production processes and products. They contribute to reducing energy consumption and CO<sub>2</sub> emissions.

## **Product safety**

➤ RENK suppliers and business partners comply with all applicable legal product safety regulations and requirements, particularly legal requirements pertaining to the safety, labeling and packaging of products as well as the use of dangerous substances and materials.

## **Safety in the workplace**

➤ RENK suppliers and business partners comply with all applicable regulations for health and safety in the workplace. They support the further development and improvement of working conditions.

## **Minimum wage**

➤ RENK suppliers and business partners ensure that their employees are commensurately remunerated. At the very least, they abide by the applicable minimum wages guaranteed by law and/or collective bargaining and the respective job market.

## 2. Transparent business relationships

**Openness and transparency are key to credibility and trust in business building. RENK expects suppliers and business partners to especially observe the following basic principles:**

### **Avoiding conflicts of interest**

➤ RENK suppliers and business partners make decisions based solely on objective criteria and do not allow themselves to be guided by personal interests or relationships.

### **Prohibition of corruption**

➤ RENK suppliers and business partners do not tolerate corruption. They ensure that their employees, subcontractors or representatives do not grant, offer or accept any bribes, kickbacks, inadmissible donations or other inadmissible payments or benefits to or by customers, officials or other third parties. This also applies to so-called “facilitation payments” (e.g. illegal payments to accelerate administration matters that are routinely encountered).

### **Gifts, hospitality and invitations**

➤ RENK suppliers and business partners do not offer RENK employees or third parties any inappropriate benefits either directly or indirectly in the form of gifts, hospitality or invitations to unduly influence them. Neither do they ask for nor accept such benefits.

### **States as customers and dealing with authorities**

➤ RENK suppliers and business partners consistently comply with strict legal provisions when dealing with governments, authorities and public institutions. When taking part in a public solicitation for bids, they comply with legal regulations and abide by the rules of free and fair competition.

### **Consultants and agents**

➤ RENK suppliers and business partners only employ consultants or agents in line with applicable laws and regulations. They take particular care to ensure that consultants or agents are only remunerated for consulting and agency services actually rendered and that the payments are commensurate with the performance rendered.

### 3. Fair market conduct

**RENK is a fair and responsible market participant and adheres to its contractual obligations. RENK expects the same from its suppliers and business partners and especially expects them to observe the following basic principles:**

#### **Free competition**

➤ RENK suppliers and business partners comply with the applicable antitrust legislation. In particular, they do not enter into any anti-competitive agreements with competitors, suppliers or customers. If they enjoy a dominant market position, they do not abuse this position.

#### **Export control**

➤ RENK suppliers and business partners make sure that they comply with all applicable legal provisions for importing and exporting goods, services and information.

#### **Money laundering**

➤ RENK suppliers and business partners only conduct business relationships with business partners of whose integrity they are convinced. They ensure that the applicable legal money laundering provisions are not breached.

#### **Business information**

➤ RENK suppliers and business partners publish business information and report on their business activities truthfully and in line with the applicable laws.

## 4. Protection of data, business secrets and company assets

**Confidential data, business secrets and company assets have to be protected. RENK expects suppliers and business partners to especially observe the following basic principles:**

### Data protection

➤ RENK suppliers and business partners observe all applicable laws to protect the personal data of employees, customers, suppliers and other parties concerned.

### Protection of know-how, patents, trade and business secrets

➤ RENK suppliers and business partners respect the know-how, patents, trade and business secrets of RENK and third parties and do not pass such information on to third parties without the explicit prior written consent of RENK or in a way that is otherwise inadmissible.

### Handling company assets

➤ RENK suppliers and business partners respect RENK's tangible and intangible assets and do not use them for unfair or non-business purposes. They ensure that their employees as well as any third parties they commission in the business relationship (such as subcontractors or representatives) neither damage nor misuse RENK assets, i.e. use these assets contrary to RENK's interests.

### Security of the international supply chain

➤ RENK suppliers and business partners must ensure that business premises and the loading and shipping areas where goods destined for RENK are produced, stored, processed, loaded and transported are protected against unauthorized access by third parties as part of a secure supply chain and any personnel employed are reliable.

## 5. Legal consequences of violating the RENK Code of Conduct for Suppliers and Business Partners

➤ If a RENK supplier or business partner does not observe the basic principles laid down in this Code of Conduct,

RENK is entitled to terminate the business relationship with this supplier or business partner for cause.

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