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## Code of Conduct for Suppliers and Business Partners

between

**F.X. MEILLER Fahrzeug- und Maschinenfabrik GmbH & Co. KG**  
Ambossstraße 4, D-80997 Munich including  
Wachhausstraße 5, D-76227 Karlsruhe

**F.X. MEILLER Slaný s.r.o.**  
Netovicka 386, CZ-27401 Slaný

**MEILLER s.a.r.l., Lipsheim**  
3A, Rue de Lyon, FR-67640 Lipsheim

**MEILLER Polska Sp. z o.o.,**  
ul. Grabska 11C, PL-32-005 Niepolomice

– "FXM" –

and

(Supplier)  
(Street)  
(Place)

– "Supplier" –

### Foreword


FXM is a modern globally operating company with a long corporate tradition that has always stood for quality, innovation and service within a framework of fair competition. The combination of economic, social and ecological objectives has a high priority for FXM.

Particularly through its many years of experience, FXM is aware of its corporate responsibility towards its employees and business partners as well as towards society and the environment. The foundation for this is legal and lawful conduct and integrity to protect the company, its employees and third parties.

FXM is expressly committed to the core values of integrity, sustainability, transparency and responsibility in business transactions and feels obliged to comply with national and international principles and standards in the areas of human rights, labour standards, environmental protection and anti-corruption. In this regard, FXM takes into account the conventions of the International Labour Organisation as well as the principles of the United Nations Global Compact.

FXM's success is based not only on the quality of its products, but above all, on the company's good reputation and the trust placed in it by its customers, partners and employees. In this respect, for FXM it is both an incentive and a commitment to protect and uphold the law as well as the values and principles of the company and also expects this from its suppliers and business partners.

This Supplier Code of Conduct sets out FXM's expectations of the mindset and conduct of its suppliers and business partners and forms the basis for a successful business relationship.

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## § 1 Scope of application

1. This Supplier Code of Conduct applies to all suppliers, i.e. contractual partners who provide FXM with goods, materials or services, and other business partners of FXM as well as their employees ("**Business Partners**"). The Supplier Code of Conduct sets a minimum standard for conduct that FXM expects its Business Partners to adhere to. This means that FXM's Business Partners must comply with the basic principles and values of this Supplier Code of Conduct and act responsibly in their business dealings. If Business Partners instruct third parties within the scope of the business relationship with FXM, FXM expects that the third parties also commit and agree to the basic principles of this Supplier Code of Conduct.
2. FXM is entitled to amend the contents of this Supplier Code of Conduct. In this case, FXM expects its Business Partners to accept these amendments and implement them accordingly.

## § 2 Compliance with laws

The Business Partners must comply with the law and regulations of the respective applicable legal system.

## § 3 Respect for human rights


1. The Business Partners support and respect the globally applicable regulations for the protection of human rights as fundamental and universally applicable requirements. In doing so, they are guided by the international standards of the United Nations and the conventions of the International Labour Organisation.
2. Specifically, the Business Partners undertake that they will
  - not harass, discriminate against or disadvantage anyone without objective reasons on the grounds of ethnic, national or social origin, skin colour, gender, religion or belief, political opinion, age, disability or sexual orientation, or tolerate such behaviour,
  - refrain from exploiting children and young people and not employ anyone who has not reached a minimum age of 15 years,
  - not use forced or compulsory labour and not accept or promote any form of modern slavery,
  - respect the personal dignity, privacy and personal rights of each individual and prevent corporal punishment and physical, sexual and psychological abuse and harassment,
  - promote the formation of and participation in workers' associations/trade unions and uphold the right of employees to freedom of association,
  - maintain a reporting system through which employees or third parties can report violations of laws, abuses of human rights or other improper conduct without the threat of retaliation.

## § 4 Employees' health and safety

1. Business Partners take responsibility for the health and safety of their employees in order to maintain the well-being of their employees and prevent accidents, injuries and work-related illnesses.
2. Specifically, the Business Partners undertake to
  - provide employees with a safe, respectful and diverse working environment,
  - comply with the applicable occupational health and safety and fire protection regulations,
  - base the hours to be worked and remuneration of employees, including overtime and special benefits, on the respective national legal requirements or the minimum standards of the respective national economic sectors.

## § 5 Environmental protection and sustainability

1. The Business Partners commit to the sustainable protection of humankind and nature, are aware of their responsibility towards the environment and strive to minimise environmental pollution and continuously improve environmental protection and climate protection. In doing so, they observe the legal norms and international standards on environmental protection and climate protection.
2. Specifically, the Business Partners undertake to
  - use resources carefully (including raw materials, water and energy),
  - promote renewable energy sources and increase energy efficiency,

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- avoid waste and emissions (including greenhouse gases),
- use environmentally friendly materials and responsible behaviour with chemicals,
- improve water and air quality.

3. The Business Partners should aim to introduce and use an environmental management system in accordance with or based on ISO 14001 or an equivalent system.

#### **§ 6 Prevention of corruption and money laundering**

1. The Business Partners stand for transparency and openness in business dealings and reject any form of bribery and corruption or even the attempt to do so.
  - In this respect, they will ensure that no bribes, kickbacks, improper donations or other improper payments or advantages are granted, offered to or accepted by employees, customers, public officials or other third parties.
  - Business Partners do not directly or indirectly offer inappropriate benefits in the form of gifts, hospitality or invitations to improperly influence customers, public officials or other third parties. Nor do they solicit or accept such inappropriate benefits.
2. Business Partners must ensure that consultancy fees and broker fees are only paid for services actually rendered and that they are proportional to the service.
3. Business Partners must ensure that neither incoming or outgoing payments nor other asset transfers violate the relevant regulations to prevent money laundering.

#### **§ 7 Conflicts of interest and company assets**

1. Business Partners are not influenced by financial or personal interests or relationships. Decisions are made exclusively on the basis of objective criteria.
2. Business Partners do not use the tangible or intangible assets of FXM for non-business purposes and must ensure that FXM's assets are handled in such a way that FXM does not suffer any damage.

#### **§ 8 Fair competition and business information**

1. The Business Partners observe the principles of fair and open competition and comply with the applicable antitrust laws. In this respect, they do not make any agreements of any kind with competitors on prices, terms and conditions, market sharing, non-competition or other commercially sensitive issues, nor do they exploit a potential dominant position on the market. This includes informal discussions and arrangements (gentlemen's agreements) that aim at or cause any of the above-mentioned restraints of competition.
2. The Business Partners document and publish their business activities truthfully and in accordance with the law.

#### **§ 9 Foreign trade**

The Business Partners must always comply with the existing regulations and restrictions on international trade in goods, services and information including the export and import regulations of the relevant countries concerned. This applies particularly to countries that are excluded from trade due to a trade embargo.


#### **§ 10 Product integrity**

The Business Partners set the highest quality and safety requirements for the products supplied. In doing so, they comply with the relevant provisions of statutory law, particularly regarding

- product safety,
- labelling and packaging products,
- use of hazardous substances and materials,
- product liability and warranty.

#### **§ 11 Data privacy, confidentiality and protection of third-party rights**

1. Business Partners comply with all relevant laws on the protection of personal data of employees, customers, suppliers, business partners and other third parties.

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- Business Partners respect property rights of FXM and third parties (patents, copyrights and trademarks) and ensure that trade and business secrets are protected. Confidential information will only be disclosed to third parties with the express written consent of FXM.

### § 12 Supply chain and information

Business Partners promote compliance with the content of this Supplier Code of Conduct by their own suppliers and business partners to the best of their ability and do not tolerate any violations of the principles set out in this Supplier Code of Conduct. Suspicious conduct will be reported to FXM's management without undue delay.

### § 13 Compliance with this Supplier Code of Conduct

- FXM is entitled in an individual case to verify compliance with the requirements set out in § 2 to § 12, after prior notice and in the presence of a representative of the Business Partner, during regular business hours and in accordance with applicable law.
- FXM reserves the right to terminate the contracts with Business Partners for good cause and terminate the business relationship in the event of a violation of the principles set out in this Supplier Code of Conduct.

FXM

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Place, Date

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Name in block capitals	Signature	Function
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Name in block capitals	Signature	Function
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Supplier

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Place, Date

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Name in block capitals	Signature	Function
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