

# F.X. MEILLER Fahrzeug- und Maschinenfabrik GmbH & Co. KG

## Code of Conduct for Suppliers and Business Partners

Update 1 January 2014



F.X. Meiller GmbH & Co. KG (hereinafter "Meiller") is a modern company doing business worldwide and with more than 160 years of corporate tradition. Meiller's success has always been based on quality, innovation and performance that prevails in fair competition. Meiller is committed to the basic values of integrity, transparency and responsibility in commerce and therefore intends to ensure compliance with all applicable national and international provisions of law. Respect for such basic values and compliance with applicable laws are thus critical for Meiller's reputation, the customers' trust and thus also the existence of the company. Against this background, Meiller expects appropriate conduct also from its suppliers and business partners (hereinafter "suppliers").

The principles contained in this Code of Conduct are minimum standards that Meiller expects all suppliers to meet. Meiller reserves the right to change the requirements of this Code of Conduct. In such case, Meiller expects its suppliers to accept these changes.

### 1 Compliance with Laws

Suppliers must comply with the applicable laws of the respective applicable jurisdiction.

### 2 Product Integrity

Suppliers must meet the highest quality requirements placed on the supplied products. In doing so, they must comply with the relevant provisions of statutory law, particularly regarding product safety, product liability and warranty.

### 3 Prevention of Corruption and Money Laundering

- Suppliers must warrant that they do not and will not influence or distort competition in Germany or abroad by paying bribes. Suppliers must oppose corruption and bribery of both officials and business partners and may not tolerate any form of corruption. Suppliers may neither offer, promise or grant any unlawful monetary payments, gifts, invitations, donations or other benefits that can influence decision-making nor tolerate such benefits provided for the purpose of influencing the decision-making of officials or business partners.
- Suppliers must take care that consultant and broker fees are paid only for services actually performed and that they are proportional to the service.
- Suppliers must warrant that neither incoming or outgoing payments nor other asset transfers violate the relevant regulations to prevent money laundering.

### 4 Fair Competition and Commercial Information

- Suppliers must adhere to the principles of fair and open competition. Agreements of any kind with competitors regarding prices, terms and conditions of business, market allocation, non-competition and other commercially sensitive issues are generally not permitted. This includes informal talks and informal arrangements (gentlemen agreements) that aim at or cause any of the above-mentioned restraints of competition.
- Suppliers must document and publish their business activities truthfully and lawfully.

### 5 Conflicts of Interest and Company Assets

- Suppliers must make appropriate decisions and not let themselves be influenced by personal interests or relationships.
- Suppliers may use neither the tangible nor the intangible assets of Meiller for purposes other than business and must ensure that Meiller's assets are dealt with in such a way that Meiller does not suffer any damage.

### 6 Data Privacy Protection Confidentiality and Protection of Third-Party Rights

- Suppliers must comply with all relevant laws relating to the protection of the personal data of employees, customers, suppliers and third parties.
- Suppliers must respect the intellectual property rights of third parties (patents, copyrights and trademarks), ensure that business and trade secrets are held in confidence and disclose confidential information to third parties only with Meiller's explicit written consent.

### 7 Foreign Trade

Suppliers must always comply with the existing regulations and restrictions applicable to 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.

### 8 Respect for Employees' Basic Rights

- Suppliers must promote the equality of opportunities for and the equal treatment of its employees. No employee may be harassed, discriminated against or disadvantaged without objective reasons due to his or her race, nationality, ethnic origin, sex, religion or ideology, political leanings, age, disability or sexual orientation. Suppliers may not tolerate such harassment, discrimination or unjustified disadvantaging.
- Suppliers must respect each individual's personal dignity, privacy and rights of personality.
- Suppliers may not employ anyone against his or her will and may not compel anyone to work against his or her will.
- Suppliers must meet the minimum standards set out in the ILO core labour standards, particularly with regard to freedom both to join and not to join unions and other organisations, the prohibition of forced labour, the proportionality of remuneration, protection against discrimination, compliance with the minimum age limit and the prohibition of child labour.

### 9 Employees' Health and Safety

Suppliers are responsible for their employees' health and safety. Suppliers must comply with the applicable regulations concerning the protection of employees' safety and health and make sure that the employees' working environment is safe and healthy in order to preserve the health of its employees and avoid accidents, injuries and work-related illnesses.

### 10 Protection of the Environment

Suppliers must comply with statutory laws and meet international standards concerning the protection of the environment. Suppliers must endeavour to minimise pollution and continuously improve the protection of the environment.

### 11 Supply Chain and Information

Suppliers must endeavour to promote compliance with the content of this Code of Conduct by their own suppliers to the best of their ability and may not tolerate any violations of the principles set out in this Code of Conduct. Suppliers must report suspicious conduct to the management of Meiller without delay.

### 12 Compliance With This Code of Conduct

Meiller reserves the right to terminate the contracts with suppliers for good cause and terminate the business relations with suppliers in the event of a violation of the principles contained in this Code of Conduct.