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## ***Part I: Objectives and Application Scope***

This Supplier Code of Conduct applies to all Bossard suppliers worldwide. With this Supplier Code of Conduct, we communicate to our suppliers to expect them to operate in accordance with internationally recognized standards on Human Rights, Labour Rights, Environment and Anti-corruption.

All suppliers must strive for continued improvement within all areas of this Code of Conduct, to ensure that they, and their subcontractors, produce goods and supply services to Bossard in an ethical manner. In Bossard Group, sustainability is deeply founded in our values. Therefore, we believe to be essential when building and developing trust relationships with suppliers. In the meantime, we take social responsibility to our stakeholders and environment.

Bossard adheres to the principles of this Supplier Code of Conduct and requires all our suppliers and their subcontractors do the same by securing relevant corporate policies and setting up appropriate management systems.

## ***Part II: Supplier Code of Conduct Standards:***

### **1. Compliance with applicable laws**

1.1. To meeting the provisions of the Code of Conduct, suppliers shall comply with all national laws and regulations as well as other applicable standards. Where there are differences between the provisions of this Code of Conduct and national laws or other applicable standards, suppliers shall adhere to the higher or more stringent requirements.

1.2. Supplier shall upon the request of Bossard, provide evidence of its compliance with the obligations set out in this Code of Conduct, in terms of using all efforts to ensure that all members of its companies and all of its subcontractors involved in the supply of products and/or services to Bossard.

### **2. Prohibition of Corruption and Bribery**

All the suppliers must not tolerate corruption, bribes and unfair practices that may limit competitions, with which is offered, requested or accepted undue payments. or giving other compensation to any person or any organization for the purpose of inducing such person or organization to act in breach. Bossard does not accept these practices and therefore does not offer or accept any kind of undue payment in any of our business transactions.

### **3. Human Rights and Labour Rights**

#### **3.1. Equal Opportunity:**

Suppliers must support and respect the protection of internationally proclaimed human rights. Suppliers shall not discriminate in recruitment and employment practices. Decisions about hiring, salary, benefits, training opportunities, discipline and termination must be solely based

on ability to perform the job. All employees must have equal opportunity, rather than on basis of personal characteristics or beliefs, such as color, race, nationality, social background, gender, religion, age, marital status, association membership, sexual orientation, political opinion.

### 3.2. Harassment and Punishment:

Suppliers shall not allow any behavior that is threatening, abusive, exploitative, or sexually coercive by physical, psychological or verbal harassment or maltreatment in workplace or related situations.

### 3.3. Personal Privacy:

Suppliers shall respect the employee's right to privacy whenever it gathers or keeps private information or implements employee-monitoring practices.

### 3.4. Forced Labour:

Forced or compulsory labour is defined as work or service which is exacted from any person under penalty and for which the said person has not offered himself voluntarily. Suppliers must not participate in, or benefit from, any form of forced labour, including bonded labour, forced prison labour slavery, servitude or human trafficking. Employees must have the freedom of movement during the course of their employment.

### 3.5. Working Hours & Wage:

3.5.1. Suppliers shall ensure that employees working week is limited to maximum 48 hours, or comply to the maximum working hours in accordance with the national laws and regulations. Overtime must be with maximum 12 hours per week under voluntary, infrequent, well-planned way that ensures safe and humane working conditions. Employees are able to be entitled to at least one day off per week, and must be given reasonable breaks during work hours.

3.5.2. Suppliers shall comply with legal minimum standards or industry benchmark standards concerning wages and benefits to their employees. Wages must equal or exceed the minimum wage required by law and regulations. Additionally all benefits required by local laws and regulations must be provided. Employees must be compensated for overtime hours at the rate legally required in the country of manufacturer.

### 3.6. Freedom of Association:

Suppliers must recognize and respect the right of employees to join any organized associations of their own choosing and to bargain collectively as permitted by local laws and regulations. Suppliers shall not discourage membership or unions. Workers' representatives shall not be subjected to discrimination and shall be given access to employees at the workplace.

### 3.7. Prohibition of Child Labour:

Bossard respects the children's right to development and education. Suppliers must not engage in child labour. The minimum age for employment is 15 years, or shall not be less than the age of completion of compulsory schooling under local laws and regulations.

Apprenticeship programs for children below the minimum age of employment must be paid for and clearly aimed at training. Suppliers shall refrain from hiring young workers to perform any types of work which is likely to jeopardize their health, safety or morals

## 3.8. Health and Safety:

3.8.1 A safe and healthy working environment must be provided and occupational health and safety practices which prevent accidents and injury must be promoted, including protection from fire, accidents and toxic substances. Suppliers shall ensure to communicate to employees with clearly establishing written policies and procedures regarding health, safety, welfare and general facilities and that these policy topics are adhered to.

3.8.2. Working environment must be well structured, and in cases where it is warranted. Suppliers shall provide employees with the protective equipment and training necessary to perform their tasks safely.

## 4. Environment

### 4.1. Environmental Protection:

Suppliers must strive to have management systems to minimize the adverse environmental impacts of their activities, products and services through a proactive approach and responsible management of its environmental aspects, including: to reduce waste, energy and emissions to air, ground and water; handle chemicals in an environmentally safe way, handle, store and dispose of hazardous waste in a safe manner; contribute to the recycling and reuse of materials and products and implement environmental friendly technologies.

Suppliers shall demonstrate continuous improvements to minimize pollution from chemicals, water, air and relevant aspects in their country of manufacturer.

### 4.2. Management System:

Supplier shall maintain an environmental management system and demonstrate a high level of environmental protection in sourcing, manufacturing and transportation activities, or to warrant to adhere to international recognized environmental management systems, such as ISO 14001.

## ***Part III: Auditing and Evaluation***

Bossard reserves the right to actively verify and audit the suppliers' compliance with Bossard Supplier Code of Conduct without announcement or premises. These audits may be performed either by Bossard employees or by a third party auditor assigned by Bossard. In connection with an audit, suppliers shall maintain and prepare to provide Bossard access to all relevant and reasonably requested information and documentation.

Any suppliers that do not comply with Bossard Supplier Code of Conduct will be required to provide to Bossard with an action plan to achieve compliance within a reasonable period of

time. Suppliers who fail to comply with Bossard Supplier Code of Conduct, will jeopardize its relationship with Bossard and could lead to termination.

Suppliers shall comply with Bossard Supplier Code of Conduct to their subcontractors and monitor their compliance in the workplace.

## **Part IV: Additional Obligations**

The obligations under Bossard Supplier Code of Conduct are in addition to the supplier's other obligations pursuant to any purchase or other agreement in place between Bossard and Suppliers.

----- *The End* -----

## **Part V: Signing**

We hereby agree to adhere to all principles outlined in Bossard Supplier Code of Conduct.

(This document must be signed by an authorized representative of the company and reply to Bossard within 15 working days of receipt)

Company (full Name of legal entity): \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

*(Block Capital Letters)*

Signature: \_\_\_\_\_