



Code of Conduct for KEBA-suppliers

Sustainable Procurement Strategy



Automation by innovation.

Quality, health, safety and protection of our environment are of central concern to us. They affect our products, the entire supply chain and all employees working in these processes, their working conditions as well as the environmental friendly treatment of resources of all kinds.

This Code of Conduct defines the basic principles and requirements of KEBA for all suppliers of goods and services.

We reserve the right to make changes to our Code of Conduct within the scope of enhancements and improvements to our "Sustainable Procurement Strategy". In this case, KEBA expects its suppliers to accept these changes.

The supplier hereby acknowledges:

Compliance with the laws

- to comply with the respective applicable legal system(s)

Prohibition of corruption and bribery

- to never tolerate or participate in any form of corruption or bribery by any person, in any way, including any illegal payment offers or similar benefits to government officials for the purpose of influencing decision making

Respect for the basic rights of the employees

- to foster and advance the equal opportunities and equal treatment of its employees without regard to the colour of their skin, race, nationality, social background, possible disability, sexual orientation, political or religious beliefs as well as gender or age
- to respect the personal dignity, privacy and personal rights of every individual
- to employ nobody against their will or force them to work
- to never tolerate unacceptable treatment of the workforce, for example, psychological cruelty, sexual and personal harassment or discrimination
- to never tolerate behaviour (including gestures, language and physical contact) that is sexual, exercising force, threatening, abusive or exploitative
- to ensure appropriate compensation and guarantee the specified national minimum wage
- to observe the specified maximum working hours allowed in the respective country
- as far as legally permitted, to recognize the rights of the employees to form or join unions and to neither favour nor discriminate against members in workers' organizations or labor unions

Ban on child labor

- to employ no person that cannot proof having reached the minimum legal age of 15 years. In countries that are regulated by the ILO Convention 138 for developing countries, the minimum legal age may be reduced to 14 years

Employee health and safety

- to accept responsibility for the health and safety of its employees
- to stem risks and ensure the best possible provisions against accidents and occupational illnesses
- to offer training and ensure that all employees are competent in on-the-job safety
- to design or apply a health and safety system according to OHSAS 18001 or an equivalent system
- to sufficiently protect employees that are handling hazardous substances

Environmental protection

- to observe the environmental protection with regards to legal norms and international standards (banned substances list, laws, norms and guidelines)
- to do everything possible in the course of technical advancements and further development to replace materials on the "List of dangerous substances to be avoided" with environmentally friendly alternatives
- to utilize innovations to increase the ecological and economical efficiency
- to minimize environmental impacts and to continually improve the environmental protection
- to design or apply an environmental management system according to ISO 14001 or an equivalent system
- to use the highest possible amount of renewable resources in the product, in the accessories and in the packaging

Responsible Sourcing of Minerals

- to assure reasonably, that the tantalum, tin tungsten and gold in the products they manufacture, does not directly or indirectly finance or benefit armed groups that are perpetratorss of serious human rights abuses in the Democratic Republic of Congo or an adjoining country.
- to exercise due dilligence on the source and chain of custody of these minerals
- to make their due dilligence measures available upon request

Supply chain

- to promote the compliance with the content of the Code of Conduct for its suppliers to the best extent possible
- to adhere to the basic principles of non-discrimination for the selection of suppliers and when dealing with the suppliers.