

# **PERSCHMANN**

## **Code of Conduct / Compliance Guideline**

### **for suppliers of the Perschmann Group**

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## Scope

This Code of Conduct applies to

- Suppliers in the area of direct procurement
- Suppliers in the area of indirect procurement

of the

Perschmann Group  
(hereinafter referred to as "Perschmann").

## General

1	Type of company/form of partnership:		
1.1	Street / Zip Code		
1.2	Post Code / Town		
1.3	Telephone:	Telefax:	
1.4	E-Mail:	Internet:	
1.5	Group Affiliation:		
1.6	Subsidiaries:		
1.7	<u>Contact Person</u>	<u>Name / Function</u>	<u>Telephone / E-Mail</u>
	Executive Board		
	Sales		
	Purchasing		
	Quality Management		
	Environmental Management		
2	Payment Details		
2.1	Bank Details		
2.2	Our Purchasing Terms		

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3	Do you have a certified quality management system (please enclose a copy of the certificate)? <input type="checkbox"/> yes <input type="checkbox"/> no
	Certification according to: <input type="checkbox"/> DIN EN ISO 9001 <input type="checkbox"/> VDA 6.3 <input type="checkbox"/> different standard: _____
4	Do you have a certified environment management system (please enclose a copy of the certificate)? <input type="checkbox"/> yes <input type="checkbox"/> no
	Certification according to: <input type="checkbox"/> DIN EN ISO 14001 <input type="checkbox"/> EMAS <input type="checkbox"/> different standard
5	Do you have a certified system for occupational safety and health protection (please enclose a copy of the certificate)? <input type="checkbox"/> yes <input type="checkbox"/> no
	Certification according to: <input type="checkbox"/> DIN EN ISO 45001 <input type="checkbox"/> SCC <input type="checkbox"/> different standard
6	Do you have a certified energy management system (please enclose a copy of the certificate)? <input type="checkbox"/> yes <input type="checkbox"/> no
	Certification according to : <input type="checkbox"/> DIN EN ISO 50001 <input type="checkbox"/> different standard
7	Do you agree that, if necessary, an audit will be carried out by Hch. Perschmann GmbH or a third party commissioned by Hch. Perschmann GmbH?
	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Expectations

Perschmann is committed to the principles of ethics and compliance and expects the same from its suppliers. This Code of Conduct defines the corresponding principles and requirements of Perschmann to its suppliers regarding their responsibility for people and the environment.

### Compliance with the Law

- The laws of the respective applicable jurisdictions shall be complied with.

### Ban on Corruption and Bribery

- Corruption or bribery is not to be tolerated in any form, whether directly or indirectly involved. No benefits are to be offered, granted or promised to government officials or private sector counterparties in order to influence official actions or to achieve an unfair advantage.

### Fair Competition, Anti-Trust Law and intellectual Property Rights

- All Action shall be in accordance with national und international competition laws and there shall be no involvement in price fixing, sharing of markets or customers, market collusion or bid rigging.
- Intellectual property rights of others are to be respected.

### Conflicts of Interest

- All conflicts of interest that may have a negative impact on business relations shall be avoided.

### Illegal Employment and undeclared Work

- The relevant legal regulations on the employment of staff shall be complied with. Effective action shall be taken against illegal employment and undeclared work.

### Respect for the fundamental Rights of Employees

- The personal dignity, privacy and personal rights of each individual shall be respected.

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- Equal opportunities and equal treatment of employees shall be promoted regardless of colour, race, nationality, social origin, disability, sexual orientation, political or religious beliefs, gender or age.
- No one shall be employed or forced to work against their will.
- Prohibition of modern slavery (i.e. slavery, servitude and forced or compulsory labour and human trafficking).
- Unacceptable treatment, such as psychological hardship, sexual and personal harassment or discrimination is not to be tolerated.
- Behaviour (including gestures, language and physical contact) that is sexual, coercive, threatening, abusive or exploitative is not to be tolerated.
- The payment of the specified minimum wage shall be guaranteed.
- The maximum working hours stipulated by law shall be observed.
- To the extent permitted by law, worker's freedom of association shall be recognized and members of worker's organizations or trade unions shall not be favoured or disadvantaged.
- Communication channels shall be implemented and promoted, where workers can lodge complaints or report unlawful behaviour without fear of harassment, intimidation or repression. Reports must be kept confidential and employees must be encouraged to report misconduct. Protection against retaliation must be guaranteed.
- Prohibition of Child Labour
- No employee shall be employed unless he or she is at least 15 years of age.

## Health and Safety of Employees

- Responsibility for health and safety must be assumed with respect to employees.
- Risks shall be contained and precautions taken against accidents and occupational diseases.
- Provide training and ensure that all employees are competent in occupational safety.
- An appropriate occupational safety management system shall be established and applied.

## Environmental Protection

- Legal norms and international standards shall be observed.
- Environmental protection shall be continuously improved and environmental pollution shall be minimised.
- Natural resources shall be used sparingly (water consumption, consumption of raw materials etc.).
- Greenhouse gas emissions are to be minimised and ways are to be found to improve the quality.
- The development and use of environmentally and climate-friendly products shall be promoted.
- Where possible, the use of renewable energies shall be favoured.
- Care shall be taken not to introduce hazardous substances into the water cycle (preservation of water quality).
- The energy efficiency of the products and machines used shall be continuously improved.
- The principles of the circular economy must be adhered to. This concerns the reduction of materials used as well as return, shared use, maintenance, reuse, remarketing, remanufacturing, refurbishment, and recycling.
- Attention shall be paid to sustainable resource management with a focus on waste reduction.
- An appropriate environmental management system shall be established and applied.
- The sustainability requirement is to be promoted and demanded throughout the supply chain.

## Management of Chemicals

- It is expected that you identify, minimise or eliminate the use of restricted substances in manufacturing processes and finished products to ensure regulatory compliance (responsible management of chemicals)

## Supply Chain

- Compliance with the contents of this Code of Conduct shall be adequately promoted among suppliers.

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- The principles of non-discrimination in the selection of suppliers and in dealings with suppliers shall be observed.

## Registrations and Permissions

- All registrations and permissions required for the supply or performance of activities under national law or governmental requirements shall be maintained.

## Conflict Minerals

- Appropriate measures shall be taken to avoid the use of raw materials in products which directly or indirectly financed armed groups that violate human rights.

## Combating Money Laundering

- The smuggling of illegally acquired funds into the economic cycle shall be actively countered with appropriate measures.

## Compliance with Tax and Duty Regulations

- Taxes / duties incurred in connection with Perschmann in Germany or third countries must be paid in accordance with the regulations and documented accordingly.

## Data Protection

- Appropriate measures shall be taken to ensure compliance with the currently applicable GDPR.

## Compliance

Perschmann requests its suppliers to confirm compliance with these minimum standards and also to enforce them with their own suppliers.

## Disclosure of Informationen (Whistleblowing) and Protection of the Whistleblower

Circumstances that indicate a violation of the regulations contained in this policy (whistleblowing) may be reported to Compliance Management as follows. Incoming tips will be investigated and measures will be taken to remedy the situation.

Each whistleblower is assured anonymity, integrity and protection from retaliation.

E-Mail: [compliance@perschmann.de](mailto:compliance@perschmann.de)

Telephone: +49 (0) 5307 933-105

## Violation

If there is reasonable suspicion of a supplier's violation of this Code of Conduct or if a supplier does not sufficiently comply with its obligation to clarify and cooperate in case of suspicion, Perschmann may terminate the business relationship with the supplier concerned with immediate effect on the basis of existing contractual or legal rights. Perschmann reserves the right to take further legal steps, in particular claims for damages, in the event of a breach of this Code of Conduct.

## Review / Monitoring

Perschmann reserves the right to verify compliance with the requirements by appropriate means. This review may be carried out by means of questionnaires or through the use of experts on site.

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Such an on-site audit shall only take place after prior notice and in the presence of representatives of the supplier during regular business hours and in compliance with the applicable law, in particular with regard to data protection.

The above-mentioned audits may also take place prior to the conclusion of the contract and are then mandatory for the contract. Any detected non-compliance with the sustainability requirements in the supply chain of a supplier shall be assessed by the supplier within a reasonable period of time and remedied on his own responsibility without incurring additional costs for Perschmann.

## Confirmation

The supplier hereby confirms:

- We have received the Code of Conduct and hereby undertake to comply with the Code of Conduct in addition to our other obligations with Perschmann.
- We agree that this confirmation is subject to the substantive law of the Federal Republic of Germany (excluding the norms of private international law).

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature of the supplier

\_\_\_\_\_  
Company stamp

\_\_\_\_\_  
Name (in block capitals), Function