



## Code of Conduct for HEITZ, its suppliers and business partners

*This Code of Conduct defines HEITZ's principles and requirements for its suppliers and business partners with an intermediary function with regard to their responsibility for people and the environment. HEITZ reserves the rights to change this Code of Conduct in the event of appropriate changes in the HEITZ compliance program. In this case HEITZ expect from its suppliers and business partner to accept this appropriate changes.*

### The supplier and/or business partner with an intermediary function declares hereby:

- **Compliance with the law**
  - to comply with the applicable law
- **Prohibition of corruption and bribery**
  - that in each business activities and relationships there will be a high performance of integrity. Corruption and bribery are not allowed to be tolerated and are not to be directly or indirectly involved in any way. Also, it is forbidden to offer, give or promise anything in order to influence official action or to obtain any improper advantage from government officials or commercial counterparties.
- **Fair competition, antitrust and intellectual property rights**
  - to act in accordance with national and international competition laws and not to engage in price fixing, market or customer allocation, market fixing or bid rigging
  - to respect the intellectual property rights of others.
- **Conflicts of interests**
  - to avoid conflicts of interests, which could have a lasting impact on business relationships.
- **Respect for the fundamental rights of employees**
  - to support equal opportunities and equal treatment of its employees regardless of their skin color, race, nationality, social background, any disability, sexual orientation, political or religious beliefs, gender or age.
  - to respect the personal dignity, privacy and personal rights of each individual.
  - not to employ anybody against his will or force to work
  - not to tolerate an unacceptable treatment of employees, like physical roughness, sexual or personal harassment or discrimination
  - not to tolerate behavior (including gesture, verbal and physical contact) which is sexual, forcing, threatening, abusive or exploiting
  - to ensure adequate remuneration and to guarantee the statutory national minimum wage
  - to ensure the, in the respective state, prescribed maximum working time
  - to the extent that this is not permissible, to recognize the employees' freedom of association and to neither favor nor discriminate against members of workers' organizations or trade unions
- **Prohibition of child labor**
  - that it is prohibited to use child labor in any stage of production. The minimum age should not be lower than the age at which mandatory education ends and, in any case, not lower than 15 years. The minimum age for dangerous work is 18 years. In countries that fall under the exception for developing countries under ILO Convention 138, the minimum age may be reduced to 14 years.



**HEITZ**



**HEITZ GmbH**  
Metallbälge | Kompensatoren

Code of Conduct

- **Health and security of employees**
  - to be responsible for the health and security of his employees
  - to avoid risks and to arrange best possible precautionary measures against accidents and occupational disease
  - to offer trainings and courses in regular intervals and to ensure that all employees are competent in the matter of work security
  - to create an appropriate work security program and to ensure that it works
- **Environmental protection**
  - to follow the environmental protection with regard to the legal norms and international standards
  - to reduce the environmental pollution and to create and follow sustainable goals for environmental protection
  - to create and work after an environment management program
- **Supply-chain**
  - to follow the Code of Conduct of its suppliers and customers
  - to comply with the principles of non-discrimination when selecting and dealing with suppliers
- **Conflict minerals**
  - take measures to avoid the use of raw materials in its products that directly or indirectly finance armed groups which violate human rights.