

# Supplier Code of Conduct

## Preamble

MB Energy Holding GmbH & Co. KG and the companies directly or indirectly controlled by it (hereinafter referred to as “MB Energy”) are committed to adhering to national legislation and universally recognized standards which includes respect for **health** and **safety**, the **environment**, **human rights**, **labor** and **anti-corruption**.

The following principles are derived from the **MB Energy Code of Conduct**.

MB Energy expects its suppliers to live up to these principles and is integrating these standards into future purchasing decisions with the aim that our products and services are sustainable in the broadest sense. MB Energy will take reasonable steps to become aware of, address and develop suppliers that do not meet the requirements.



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## 1 Business Conduct

**Legal Compliance & Fair Competition.** The supplier complies with all applicable local, national, and international laws, rules and regulations as well as in-house directives at all times. The supplier does not engage in any unlawful market agreements, forms of market manipulation or other unfair business practices.

**Bribery & Corruption.** The supplier condemns bribery, corruption and money-laundering in all forms. While the provision of limited gifts, hospitality or entertainment may be part of customary and legitimate business conduct, the supplier understands that these activities still bear the risk of corruption.

**Data Protection.** The supplier applies appropriate and effective technical tools and organizational measures to protect personal data against unauthorized or illegal use, against loss, damage or destruction. The supplier is obligated to observe all applicable rules and regulations when collecting and processing data. The supplier therefore ensures that personal data is only collected based on a legitimate interest and use it only for its intended purpose and only for as long as the personal data is required. The supplier also ensures that any processed personal data is correct and will provide information to individuals should they exercise their individual rights. The supplier only passes on personal data to third parties if it is contractually agreed, the persons/parties concerned have given their consent, or if the supplier is legally bound or authorized to do so.

## 2 Commitment

**Health, Safety, Security & Environment.** The supplier ensures that the protection of human life has the highest priority in everything that its organization does. The supplier creates safe and healthy workplaces and provides technical, organizational, and behavior-based measures to prevent accidents, injuries, and occupational illness of employees and contractors. The supplier conducts its activities in an ecologically responsible manner. It is the suppliers endeavor to use energy and natural resources efficiently and advance the environmental awareness of employees in order to minimize harmful effects. Appropriate security measures protect suppliers' facilities and offices. To avoid security threats, every employee is required to pay attention and to report any unauthorized access or other security incidents immediately.

**Product Responsibility.** Suppliers' products and services are subject to high safety standards. The supplier is committed to prevent risks to people and the environment, loss of value or damage to property resulting from its products and operations. In the unlikely event of danger arising from products under suppliers' control, the supplier will do its best to immediately act to identify and eliminate the threats. The supplier is prepared to respond quickly and efficiently to emergency situations to minimize the potential impact of incidents should they occur. The supplier complies with all applicable legislative and regulatory requirements on product labeling and conduct strict quality controls. If applicable, Safety Data Sheets with all necessary information about the products will be provided to customers.

**Social Responsibility, Labor Standards & Human Rights.** The supplier respects the fundamental rights of every human being and trust its employees play a crucial role in protecting such rights and social standards. In all its global activities, the supplier strives for sustainability and face up to its socio-environmental responsibility. As an employer the supplier provides its employees with a decent and professional work environment and fair compensation. The supplier complies with the standards of the International Labour Organization (ILO) of the United Nation, the EU Supply Chain Act, and the German Supply Chain Act (LkSG, Lieferkettensorgfaltspflichtengesetz). Child and forced labor is not tolerated. The employment age shall not be less than the age of completion of compulsory schooling in the country in which the supplier operates. By no means shall it be lower than 15 years. Employment



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shall be freely chosen, and employment relationships shall be established on the basis of employment forms recognized through national law and practice. Employees are strictly prohibited from working when their performance is influenced by alcohol, drugs, or medication regardless whether properly or improperly used.

For questions or concerns contact the Human Rights Officer at [humanrights@mbenergy.com](mailto:humanrights@mbenergy.com) or Compliance at [compliance@mbenergy.com](mailto:compliance@mbenergy.com). Non-compliance shall be reported to the MB EnergyGroup via the CARE platform at [mbenergy.integrityline.com](https://mbenergy.integrityline.com). CARE is a web-based reporting system where reports can be filed anonymously and in local language at.

## 3 People

**Team Spirit.** The Supplier treats employees and business partners fairly and respectfully and does not tolerate harassment or any conduct which is humiliating, intimidating or hostile. The Supplier promotes a speak-up culture where any concerns can be addressed without fear of retaliation.

**Equal Opportunity.** The supplier applies and promotes a policy of non-discrimination and equal opportunity. Employment-related decisions such as hiring, promotion, evaluation, compensation and termination are based entirely on talent, effort and achievements, irrespective of the person's ethnicity, religion, color, national origin, age, sex, gender, political preference or sexual orientation.

**Confidentiality.** The supplier ensures that intellectual property is safeguarded from unauthorized parties. The supplier does not directly or indirectly disclose any confidential information relating to past, current or future business transactions or internal matters to third parties without appropriate authorization or legal/regulatory obligation.

**Diversity.** The supplier considers diversity to be an important asset and a crucial resource for innovation and competitiveness. The supplier promotes diversity within its workforce and an inclusive working environment that allows to fully participate and contribute.

## 4 Assets

**Company Resources & Risk Management.** The supplier is dedicated to protect its company resources – whether tangible or intangible. This entails that such resources are used in a responsible and efficient manner and for legitimate business purposes only. While following the most cost-effective route the supplier does not compromise on its standards for safety and quality.

**Fraud Prevention.** The supplier takes the protection of its company property and assets seriously. The supplier manages assets with integrity and will defend them against misuse, fraud, theft.

**Conflicts of Interest.** To the greatest extent possible, the supplier must avoid relationships or activities that could affect its independent business judgment or may conflict with legitimate company interests. Conflicts of interest can particularly result from outside employment, providing consultancy, political activities, personal relationships, investments or from accepting gifts and hospitality.

**Financial & Tax Integrity.** The supplier uses appropriate procedures to attest the truth, fairness, and completeness of its financial reporting and all related statements. All relevant files and documents, whether in electronic or paper form, will be securely retained and destroyed as stipulated by applicable law, or as required by internal policies and procedure.



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## 5 Confirmation

With signing this document, the supplier confirms that

☐ this document has been read and understood. The supplier complies and acts in accordance with these principles.

☐ this document has been read and understood. The supplier has its own Code of Conduct in place, which meets or exceeds the above-mentioned principles. The supplier complies and acts in accordance with these principles. The supplier attaches its own Code of Conduct to this document.

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Name of Supplier

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Place, date

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Signature

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Name of Signatory

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Position of Signatory