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## Code of Conduct for Robert Hofmann Suppliers

This code of conduct defines the basic principles and requirements of Robert Hofmann GmbH for their suppliers of goods and services in respect of their responsibilities for humans and the environment. Robert Hofmann GmbH reserves the right to change the requirements of this code of conduct in case of appropriate changes to the Robert Hofmann GmbH Compliance Program. In this case, Robert Hofmann GmbH expects their suppliers to accept these appropriate changes.

### The supplier agrees:

- **Compliance with laws**
  - o to comply with the laws of the respective applicable jurisdiction.
- **Prohibition of corruption and bribery**
  - o to never tolerate or participate in any form of corruption or bribery, in any way, including any illegal payment or similar benefits to government officials for the purpose of influencing decision making.
- **Respect of the fundamental rights of employees**
  - o to ensure equal opportunities and treatment of their employees regardless of colour, race, nationality, social background, disabilities, sexual orientation, political or religious convictions or sex or age;
  - o to respect the personal dignity, privacy and personal rights of each individual;
  - o to never employ anyone against their will or to force anyone to work;
  - o to never tolerate unacceptable treatment of employees, such as mental abuse, sexual or personal harassment or discrimination;
  - o to never tolerate behaviour (including gestures, language or physical contact) which is sexual, coercive, threatening, abusive or exploitative;
  - o to ensure appropriate compensation and to pay the minimum wages specified in national legislation;
  - o to observe the maximum working hours permitted in the respective country;
  - o to recognise, as far as legally possible, the right of free association of employees and to neither favour nor discriminate against members of workers' organisations or unions.
- **Prohibition of child labour**
  - o to never employ workers who are not at least 15 years old. In countries that fall under the developing countries exemption in ILO Convention 138, the minimum age may be lowered to 14 years.
- **Health and safety of employees**
  - o to accept responsibility for the health and safety of their employees;
  - o to control risks and take the best reasonably possible precautionary measures against accidents and occupational diseases;
  - o to offer and provide training and ensure that all employees are educated in health and safety issues;
  - o to set up a health and safety management system
- **Environmental protection / energy**
  - o to practice environmental protection as required by statutory norms and international standards;
  - o to minimize adverse impact on the environment and to constantly improve environmental protection;
  - o to set up or implement an environment /energy management system.
- **Supply chain**
  - o to promote the contents of this code of conduct to internal suppliers to the best of their ability;
  - o to comply with the principles of non-discrimination when selecting and dealing with suppliers.