

## **Supplier Code of Conduct**

### **Preamble**

The Lohmann "Supplier Code of Conduct" is based on the general Lohmann "Code of Conduct" and sets minimum requirements and expectations with respect to the ethical conduct of suppliers to companies belonging to the Lohmann Tape Group (hereafter jointly referred to as "Lohmann"). These standards apply to all Lohmann suppliers and subcontractors and all other providers of goods and services to Lohmann, irrespective of where the company is based (hereafter jointly referred to as "suppliers"). Lohmann reserves the right to terminate business relationships with suppliers who fail to comply with these guidelines and standards.

### **Ethical conduct**

All suppliers are expected to meet extremely high standards of probity and integrity in their business dealings and to comply fully with the Lohmann "Supplier Code of Conduct" and the general Lohmann "Code of Conduct". These two "Codes of Conduct" are published on the Lohmann website.

### **Legal compliance**

All suppliers must comply in full with all applicable national, government and/or local laws, guidelines and regulations. In addition, suppliers must fulfil all their obligations under public law with respect to applicable agreements, understandings or any other binding obligation. The Contractor expressly assures that the statutory requirements regarding minimum wage, income tax, social security, residence and work permits are fulfilled for all employees employed by him. A violation of any of these points may result in the immediate termination of the contractual relationship.

### **Working standards and human rights**

Lohmann will not tolerate the use of child or forced labour, unsafe and dangerous working conditions or working environments, nor any conduct that fails to uphold human dignity and respect for individuals.

## **Health and safety**

Suppliers must provide a safe and healthy work environment. Suppliers must implement guidelines to prohibit from the workplace the use of illegal weapons, harassment in the workplace and the illegal use or possession of alcohol, drugs and other controlled substances (all substances that fall under the Dangerous Drugs Act).

## **Equal opportunities**

We expect our suppliers to implement appointment procedures that prevent discrimination on the grounds of age, culture and language, disability, ethnicity, sexual identity, marital or family status, country of birth, race or skin colour, creed, gender, sexual orientation and other characteristics protected by law. These principles extend to all appointment-related decisions, including recruitment, appointment, training, promotion, remuneration, performance, transfer and redundancies.

## **Conflicts of interest**

Suppliers must avoid all transactions or business relationships that constitute a conflict of interest or where there is the potential for the semblance of a conflict of interest.

## **Gifts and entertainment**

Lohmann is aware that accepting gifts from business partners complies to a certain extent with standard business practices. However, accepting gifts may lead to conflicts of interest and may endanger the excellent reputation of our company. We permit the acceptance of courtesy gifts of low value. Beyond this, the acceptance of any gifts and other benefits, particularly cash, which are offered to employees or close relatives, is expressly prohibited.

## **Bribes and Reimbursements**

The acceptance of bribes or irregular payments, whether proffered directly or indirectly to Lohmann, is prohibited. Bribes include cash or undeclared discounts, reimbursements, payments for advertising or other concealed price reductions or expenses. Moreover, all suppliers must comply in full with all applicable anti-corruption legislation.

### **Freedom of association and collective bargaining**

Suppliers must respect the rights of employees and trade unions to hold ballots or to enter into negotiation on the basis of collective bargaining.

### **The environment and corporate social responsibility**

Lohmann expects its suppliers to uphold business practices that conserve and protect the environment, contribute to the welfare of the local community in which the company operates and does business, and demonstrate accountability and transparency in relation to their environmental credentials. Energies, production materials and resources required for production and service provision are to be utilized as efficiently and sustainably as possible. The procurement is therefore partly based on energy-related services. The aim must be to continuously reduce the incurrence of climate and environmental pollution through emissions, waste, sewage and noise.

### **Publicity**

Lohmann prohibits the use or publication of its name, logos, images, supplier relationships, products, parts, designs and all other non-public information in press releases, advertising material, tender offers, customer lists, websites, incl. product displays at trade fairs or suppliers' premises, etc., without its express prior consent in writing.

### **Confidentiality**

All suppliers are expected to treat confidential information about Lohmann as confidential, even if a separate confidentiality agreement has not been signed on a case-by-case basis.

For further information please send an e-mail to: [purchasing.de@lohmann-tapes.com](mailto:purchasing.de@lohmann-tapes.com)