



TB&C

Supplier Code of Conduct

TB&C Holding GmbH
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Introduction

We are pleased to present our Supplier Code of Conduct, which reflects our commitment to sustainability and compliance with SAQ 5.0 rating requirements. At TB&C, we view sustainability as a fundamental responsibility and an opportunity to make a positive contribution to our society and environment.

Our Supplier Code of Conduct is a clear representation of our expectations for all suppliers who choose to work with us. It serves as a guide for ethical and responsible behavior in our supply chain and sets the foundation for a sustainable business relationship.

We firmly believe that only by adhering to strict sustainability standards in the supply chain can we create a better future. That is why our Supplier Code of Conduct is based on the demanding criteria of the SAQ 5.0 rating, which is an internationally recognized tool for assessing the sustainability performance of suppliers.

Our goal is to work with our suppliers to build a sustainable supply chain that promotes high environmental standards, social justice and ethical business practices. By implementing this Code of Conduct, we create a win-win situation in which both our suppliers and we as a company benefit from sustainable growth and long-term success.

We invite you to read, understand and implement our Supplier Code of Conduct in your business. Through our collective efforts, we can create a more positive and sustainable future for all of us.

Thank you for your cooperation and commitment to sustainability.

1. General principles

TB&C commits its suppliers and business partners to its social and societal responsibility. Accordingly, the supplier assumes responsibility towards his own company as well as towards his employees, customers and suppliers along the value chain within the scope of his economic activities. In addition to social and societal responsibility, this responsibility also includes ecological aspects.

The Supplier Code of Conduct is an essential part of TB&C's mission statement and defines TB&C's CSR and sustainability requirements for its suppliers. The Code of Conduct forms the basis of all business relationships and actions. Thus, it also represents the basis for the cooperation with suppliers and other business partners.

The Code of Conduct formulates binding obligations. The supplier undertakes to comply with the principles and to engage exclusively in economic activities that are in full compliance with the Code of Conduct. The supplier will not tolerate any deviations from the following ethical, social and ecological sustainability principles. Furthermore, the supplier also obligates its direct suppliers and other business partners to comply with the conduct described below.

2. Principles of business ethics

TB&C obligates its suppliers to respect and maintain the following principles of human and economic action. The supplier commits himself to a **fair and just competition** in the free market economy under **rejection of corruption**, extortion and bribery as well as to the **protection of the antitrust law**. In accordance with this stipulation, the supplier already cooperates with authorities in cases of suspicion for clarification and undertakes to **disclose information**. This disclosure also includes financial records. In accordance with this **financial responsibility**, the supplier commits to transparent, proper accounting and keeps accurate records of financial transactions.

The supplier shall check and monitor the identity of customers, supplying companies, service providers and other business partners and undertakes to conclude transactions exclusively with reputable partners. The supplier rejects any form of **money laundering**. Within the scope of its economic activities, the supplier shall avoid **conflicts of interest**. The export of goods shall be carried out in compliance with **export controls and economic sanctions**. The supplier rejects the illegal appropriation of intellectual and scientific **property (plagiarism)** and subsequent publication.

The supplier undertakes to process personal data in accordance with the information provided and to observe the legal requirements when storing and deleting such data. The statutory **data protection** provisions shall be complied with. In addition, the supplier respects and protects the privacy of its employees. Operationally stored data, in particular personal data, shall be protected in accordance with the highest level of **data security**. The statutory data protection provisions shall be complied with. In addition, the supplier respects the protection of personal rights and the right to freedom of expression, as long as this is in line with the principles of the Code of Conduct.

As an integral part of the value chain, our suppliers and their employees are required to report violations and suspected cases and to help clarify violations and suspected cases, taking social responsibility into account. Violations and suspected cases must be reported using the **whistleblowing** procedure. The report can be made anonymously. Reports of violations and suspected cases will be treated confidentially to **protect against retaliation**. All interested and affected parties have the opportunity to use TB&C's whistleblowing system.

3. Principles human rights

The supplier undertakes to respect and uphold the following principles of human rights. These principles mainly cover the following topics: **Child labor and young workers, wages and benefits, working hours, modern slavery, ethical recruitment**. In the context of its economic activities, the supplier promotes equal treatment and **equal rights** for people. The supplier is committed to respecting the **rights of minorities, vulnerable groups and indigenous peoples** along the value chain. This is reflected in a zero tolerance policy for **harassment and discrimination** of any kind. The supplier lives social and cultural openness, equality and **diversity**. This also includes the **inclusion** of people with disabilities in the operational process.

In addition, the supplier is committed to fair and social working conditions along the value chain. Fair and equitable **wages**, the **right to freedom of association and collective bargaining**, and **social benefits** are essential components of the social responsibility strategy and the economic orientation.

The supplier shall include his subcontracting companies in this and shall oblige them to the same extent to observe and comply with the principles. This includes occupational health and safety and associated binding obligations. **Young employees** are to be guaranteed special protection.

The supplier respects land, forest and water rights worldwide. The supplier shall take into account **land, forest and water rights** for sustainable development in the acquisition, development and use of land. In this context, the supplier shall guarantee compliance with all human rights provisions when **using private or public security forces**.

4. Principles of occupational health and safety

The supplier is committed to active occupational health and safety for the benefit of employees and other persons working or present at the sites. The legal requirements form the basis for this and are to be understood as minimum requirements. The supplier undertakes to safeguard and thus improve the health of all persons present at the company sites. Accordingly, the supplier must respect and maintain the following principles of occupational health and safety. These principles essentially cover the following topics: **Personal Protective Equipment, Machine Safety, Emergency Preparedness** and **Workplace Ergonomics**.

Furthermore, the supplier regulates the **handling of chemical and biological substances** in order to ensure that they are handled in a way that is not harmful to health and to control exposure appropriately. An **accident and incident management system** has also been set up at the sites. An essential component of accident and incident management is **emergency preparedness**. First-aiders have been appointed and trained in accordance with the minimum legal requirements. The supplier is also committed to active fire protection and compliance with **fire protection** regulations. Accordingly, fire protection helpers are trained and evacuation helpers are designated and appointed in accordance with the minimum requirements. Emergency situations are simulated at regular intervals and behavior is trained.

5. Principles environment and energy

The supplier undertakes to protect the environment and to reduce environmental impacts, in particular through sustainable and resource-conserving handling of materials and products. In particular, the supplier commits to climate protection and undertakes to reduce **greenhouse gas emissions** to a minimum with the aim of **decarbonization**, to primarily use **renewable energies** and to continuously increase **energy efficiency**. Upon request, the supplier shall provide product-related greenhouse gas information on the products purchased.

Furthermore, the supplier strives for a continuous reduction of **water consumption** and sustainable **water management**. The minimum goal is to maintain **water quality**. Likewise, the supplier undertakes to reduce air emissions to a minimum and to track the measures taken to maintain **air quality**.

Responsible chemical management and **sustainable resource management** are elementary components of the company's corporate strategy. The supplier strives to achieve these goals by consistently **avoiding waste** and using resources for **reuse and recycling**. The supplier is also committed to **animal welfare** and the **preservation of biodiversity**.

TB&C consistently involves its suppliers in environmental protection measures and obliges them to cooperate along the value chain as well. To preserve biodiversity and ecology, the supplier pursues the goal of **sustainable land use** and **against deforestation** measures. The supplier follows up on the assurance of **soil quality**. In addition, the supplier undertakes to continuously reduce direct and indirect **noise emissions** associated with the economic activity.

6. Principles supplier management

TB&C expects its suppliers to pass on social and environmental sustainability requirements in accordance with the Code of Conduct to the same extent to its tier 1 and tier n suppliers, service providers as well as other business partners and to develop these with the aim of a sustainable and responsible business continuation. In doing so, the supplier recognizes its obligation in the value chain for direct and indirect business relationships.

Release

This present status of the Supplier Code of Conducts, as well as all provisions and obligations mentioned therein, are released by the management of TB&C Holding GmbH.

Herborn, June 2023

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