

# R&S Group

## Supplier Code of Conduct

valid from January 1<sup>st</sup>, 2019



### 1. General Scope

R&S Group (hereinafter "R&S") comprises all legal subsidiary companies and joint ventures that belong to the international business group.

R&S acknowledges its responsibility to comply with the OECD Guidelines for Multinational Enterprises, especially the recommendations for responsible business conduct in a global context.

R&S is committed to consistently and systematically comply with national laws in all countries in which R&S does business and to implement internationally recognized business practices and required rules of conduct.

The Board of Directors and the Senior Management of R&S have endeavoured to summarize all relevant principles and rules for the company's own business dealings in the R&S Code of Conduct and will undertake all necessary efforts to enforce said provisions, in addition to national law, across all levels of hierarchy at R&S.

It is our firm belief that lasting success in business is inseparably linked with compliance with the law and our internal rules and regulations.

The Code of Conduct is comparable to the company's ethics policy and is an essential part of the R&S values.

The Code of Conduct, along with common sense and keen judgement, is usually sufficient to ensure integrity in the course of our business dealings.

We expect our employees and business partners (customers, suppliers and licensees) to have the courage to independently make the right decisions on the basis of our ethical principles and uphold them even in stressful situations.

As a supplier to R&S, you are expected to comply with the relevant standards and codes of conduct for the supply of goods and service as described in this guideline.

### 2. Integrity in business dealings

#### 2.1. Honesty, reliability and fairness

Honesty, reliability and fairness are the foundation on which conduct characterized by integrity is built.

#### 2.2. Corruption and bribery

R&S expects its suppliers to comply with national and international anti-corruption laws worldwide and enforces these laws amongst all employees.

#### 2.3. Gifts

Bribery may take on various forms that go beyond cash payments, including gifts in the form of goods or services such as travel invitations, invitations to cultural or sporting events, the payment of school fees, charitable donations and other benefits.

Please respect that all employees of R&S are therefore obliged to exercise particular caution in dealing with gifts and to meet the internal principles.

#### 2.4. Money laundering

R&S employees as well as suppliers must comply strictly with all requirements pertaining to accounting, the saving of receipts and reporting with regard to cash payments and other forms of payment to prevent R&S from being misused for money laundering.

#### 2.5. Violations of antitrust and competition law

R&S does not tolerate any violation of antitrust and competition law.

We are committed to fair competition for suppliers and customers in all regions and countries in which R&S does business.

Consequently, R&S expects all suppliers to reaffirm their commitment to the principles of a free-market economy and fair competition.

### 3. Social responsibility

#### 3.1. Compliance with human rights

R&S expects its suppliers to commit to respecting and protecting human rights wherever they do business.

As a supplier you ensure to avoid the following practices:

- Exploiting children, including child labour
- Corporal punishment
- Gender-based violence
- Illegal discrimination
- Forced labour
- Illegal policies regarding extra work (overtime) and payment

#### 3.2. Inclusive and fair working environment

Each supplier is dedicated to an inclusive and fair working environment that promotes respect for all your employees. Respect is fundamentally decisive for performance and commitment in the workplace.

#### 3.3. Discrimination and harassment

R&S suppliers are expected to avoid any kind of discrimination, be it gender, age, ethnicity, nationality, religion, disability, union membership, political affiliation or sexual orientation.

The equality of women and men is assumed.

Respectful and professional conduct, both on the premises of R&S and all suppliers, is required at all times.

R&S suppliers are required to expressly forbid all forms of harassment and bullying.

### 4. Health, Safety and Environment (HSE)

#### 4.1. Principles

R&S is committed to comply with the health, safety and environment standards to protect its employees in the workplace as well as its environment from any kind of damage and harm. Each company must fulfil the statutory provisions of the respective country.

For this reason, R&S is committed to promoting a safe and healthy working environment for its employees, business partners (customers, suppliers, licensees) and visitors alike.

The safety and health of employees must always be top priority. No other task is so important that it is worth exposing any person to any risk. R&S believes firmly that every accident is avoidable and are committed to achieving the goal of ZERO ACCIDENTS.

#### 4.2. Suppliers' Commitment

All suppliers of R&S are requested to contribute to the above-mentioned principles by

- establishing appropriate organizational structures, procedures and responsibilities for effective management of health, safety and environmental risks;
- continuously improving their internal HSE standards as well as their control mechanisms and training programs to minimize HSE risks;
- delivering goods and services in full compliance with legal requirements;
- adopting the applicable packaging and transport regulations and avoiding unnecessary packaging waste;
- insuring that his goods are free of environmentally hazardous or carcinogenic substances;
- informing R&S about chemical substances to be registered under the REACH Regulation (EC) No. 1907/2006 and about respective registration numbers.

### 5. Inspections and Audits

R&S suppliers are requested to ensure and demonstrate compliance with R&S Supplier Code of Conduct and to keep record of all relevant documentation to prove such compliance.

To verify compliance, R&S will reserve the right to inspect and audit operations and facilities of its suppliers.

In case of violations or non-conformities vs. the Code of Conduct, suppliers are requested to take necessary corrective actions. If corrective actions will not be sufficient enough to overcome the issues, R&S will have to take further action such as suspending or terminating contracts with respective suppliers.