

ViGEM Code of Conduct

FOR SUPPLIERS

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Preface

Fair, ethical corporate governance and responsible use of available resources, in addition to ensuring the highest quality of products and services, are essential values and principles of ViGEM GmbH (ViGEM). In addition to compliance with all applicable standards and laws, ViGEM expects its suppliers to share and implement the same or comparable values and principles of fair, ethical and environmentally sustainable corporate governance and to expect the same from their business partners. To integrate and promote these values and principles in its suppliers' businesses, business relationships and supply chains, ViGEM has drawn this Supplier Code of Conduct.

The Code of Conduct for Suppliers is based on the Code of Conduct of ViGEM GmbH, on national laws and regulations and on universally applicable human rights, which are set out in the following declarations of the United Nations (UN) and the International Labour Organization (ILO), among others:

- UN Human Rights Charter / Universal Declaration of Human Rights
- ILO Core Labor Conventions
- ILO Declaration on Fundamental Principles and Rights at Work
- Article 32 of the UN Convention on the Rights of the Child
- Ten principles of the UN Global Compact

ViGEM verifies compliance with the Supplier Code of Conduct by using a questionnaire to be filled in by the supplier. If a supplier fails to comply with any aspect of the Supplier Code of Conduct, ViGEM expects the supplier to communicate this with ViGEM and take corrective action.



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1. Social responsibility

ViGEM expects its suppliers to treat their workers with dignity and respect. The highest priority is always respect, fairness and the observance of human rights:

1.1 Prohibition of child labor and protection of underage workers

Suppliers must not employ school-age children or, as a general rule, children under the age of 15. Employees under the age of 18 must be prohibited from activities that endanger their health or safety, such as night work, overtime, heavy lifting, or working with toxic or hazardous substances.

1.2 Fair wages and benefits

The remuneration for regular working hours and overtime must at least correspond to the national statutory minimum wage. Employees shall be provided with all benefits required by law. Suppliers shall ensure that their employees receive clear, detailed, regular and written information on the composition of their remuneration.

1.3 Fair working times

For working hours, rest periods and vacations, the locally applicable legal regulations must be observed.

1.4 No tolerance of slavery and human trafficking

Forced labor such as forced overtime, slave labor or debt bondage must not be accepted by suppliers. Human trafficking must not be tolerated.

1.5 Freedom of association, right to conclude collective agreements

Suppliers must respect the legal rights of their employees to freedom of association and assembly and support the conclusion of collective bargaining, including the right to stay away from such activities. Workers shall not be discriminated against for exercising any of these rights.

1.6 Harassment

Suppliers must ensure that there is no physical or verbal violence against their workers in their companies, e.g. verbal assault, sexual harassment, threats, any expression of hostility, intimidation, aggression or chicanes.

1.7 Combating against discrimination

Any kind of discrimination at work shall be prevented. Discrimination, favoritism or harassment based on gender, national, ethnic or social origin, skin color, disability, health status, political conviction, ideology, religion, age, pregnancy, sexual identity or other legally protected characteristics shall be counteracted. The dignity, privacy and personal rights of every employee must be respected.

1.8 Health, occupational safety and product safety

Suppliers must provide a safe and health-preserving working environment for their employees. All necessary measures must be taken to prevent accidents and damage to health. This includes, among other things, the provision of appropriate infrastructure and protective equipment, as well as training of employees. Local and national laws and regulations on occupational health and safety must be complied with.

Products must be designed in such a way that hazards are excluded as far as technically possible. If residual risks exist, protective measures must be demonstrated to reduce the safety and health risks to a minimum. All applicable laws and directives on product safety must be complied with.



2. Ethical business conduct, fair competition

It is ViGEM's expectation that its suppliers support fair and free competition and comply with all applicable antitrust and competition laws:

2.1 Outlawing corruption, including collusion, extortion and bribery

Suppliers shall neither practice nor accept bribery in any form. ViGEM expects its suppliers to always act in accordance with anti-corruption laws and to have a zero tolerance policy towards any form of corruption. Unauthorized agreements with competitors, for example with regard to offers, prices or market sharing, must not be made.

2.2 Data protection and confidentiality

When collecting, storing, processing, transmitting and sharing personal data, suppliers shall comply with all applicable laws and regulations on data protection and information security as well as any further contractual obligations in this regard.

Confidential information shall be kept secret and protected against loss and unauthorized access by third parties. Confidential information shall be any non published information about ViGEM, the disclosure of which could be detrimental to ViGEM or provide someone with an unfair business or personal advantage. The intellectual property rights of ViGEM and third parties must be respected.

2.3 Dealing with conflicts of interest

Private interests must not play any role in the supplier's business decisions. The occurrence of conflicts of interest must be prevented and corresponding actions and situations must be avoided. Potential conflicts of interest must be reported to ViGEM immediately.

2.4 Protection of whistleblowers

Employees of suppliers are required to report to their supervisors any information regarding violations of relevant laws or this Code of Conduct. A supplier must guarantee whistleblowers anonymity and protection against termination and ensure that whistleblowers are not subjected to any other disadvantages. Reports must be followed up and corrective action taken if necessary.



3. Ecological responsibility

ViGEM expects its suppliers to comply with all applicable laws and standards regarding environmental protection and to continuously work to reduce their environmental footprint to a minimum. When selecting its suppliers, ViGEM also considers the following environmental criteria:

3.1 Sustainable resource management and waste reduction

Renewable resources and recycled resources shall be preferred in production. The use of resources during production shall be minimized.

Waste shall be identified and reduced as much as possible, reused and recycled or disposed of responsibly.

3.2 Energy efficiency and renewable energies

Energy consumption shall be monitored and documented. Economic solutions shall be found to improve energy efficiency and minimize energy consumption. Renewable energies are to be preferred over fossil energies.

3.3 Air quality and greenhouse gas emissions

Emissions from operations (air and noise) and greenhouse gas emissions are to be typed, routinely monitored, verified, and treated as needed prior to release. Suppliers are also required to monitor their emission control systems and find economical solutions to minimize any emissions.

3.4 Water quality and water consumption

Wastewater from operations shall be typed, routinely monitored, inspected, and treated as necessary prior to discharge or disposal. Economical solutions shall be found to minimize water consumption.

3.5 Responsible chemical management

Chemicals hazardous to the environment shall be identified, minimized, and managed in a manner that prevents harm during storage, use, recycling, and disposal.

The Minamata Convention on the Control of Emissions and Releases of Mercury and the Stockholm Convention on Persistent Organic Pollutants shall be observed as amended from time to time.

