



## **Code of Conduct for Suppliers of Coko-Werk GmbH & Co. KG**

The following requirements for corporate social responsibility and compliance apply to all suppliers of Coko-Werk GmbH & Co. KG and the companies of the Coko-Werk Group.

### **Laws and regulations**

The supplier is obliged to comply with the laws and regulations of the countries in which it operates.

### **Corruption and bribery**

Any form of corruption or bribery is to be refrained from, active bribery as well as passive bribery.

### **Forced labour**

Forced labor of any kind is prohibited. This includes forced prison labour, serfdom and the like.

### **Child labour**

Child labor of any kind is prohibited. If local laws do not set a higher age limit, no person of school age or under 15 years of age (exception according to ILO Convention No. 138) may be employed. Workers under the age of 18 are not allowed to carry out hazardous work and are only allowed to work at night to a limited extent in view of the requirements of their training.

### **Harassment**

The personal dignity, privacy and personal rights of each individual must be respected. Employees must not be physically punished or harassed or abused physically, sexually, psychologically or verbally.

### **Remuneration**

Wages, including overtime and benefits, in the supplier's operations must be equal to or greater than the level of applicable laws and regulations.

### **Working time**

Employees of the supplier may not be required to work more than 48 hours per week (excluding overtime) or a total of 60 hours per week (including overtime) on a regular basis, except in the case of special business needs or where national provisions provide for a shorter working week. Employees must have at least one day off per seven-day work period, except for special business needs.



### **Discrimination**

All employees of the Supplier, regardless of their gender, skin colour, race, nationality, social origin, any disability, sexual orientation, political or religious beliefs, gender or age, must be treated strictly according to their skills and qualifications in all business decisions, in particular with regard to recruitment, promotion, remuneration, special benefits, further training, dismissals and termination.

### **Health and safety**

The supplier is obliged to provide a safe and healthy working environment in order to prevent accidents and injuries and, if necessary, to provide safe and health-promoting residential accommodation. The minimum standard here should be the applicable local laws. An occupational safety management system in accordance with ISO 45001 or an equivalent system must be established or applied.

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

The supplier is obliged to declare and respect the right of employees to freedom of association and collective bargaining.

### **Environment**

The supplier is obliged to comply with the regulations and standards for environmental protection that affect its operations. Environmental pollution must be minimized and environmental protection must be continuously improved. An environmental management system in accordance with ISO 14001 or an equivalent system must be established or applied.

### **Supply chain**

The supplier is also required to oblige its subcontractors to comply with this Code of Conduct.

### **Responsible sourcing of raw materials**

The suppliers of the Coko plant support activities that ensure responsible sourcing of raw materials. The procurement and use of raw materials that have been obtained illegally or through ethically reprehensible or unreasonable measures must be avoided.

The use of raw materials such as conflict minerals, which are affected by embargoes or other import restrictions, must be excluded. Suppliers are therefore obliged to identify these raw materials in manufactured products in the supply chain and to disclose the origin and sources of supply of the raw materials they use.

### **Environmental responsibility**

The suppliers of the Coko plant are responsible for the continuous optimization of their use of resources in production as well as the environmental compatibility of their products. Their primary goal is to sensibly minimize the use of finite resources. Country-specific environmental laws and regulations must be complied with in the performance of the activities.



### **Air and noise emissions**

In compliance with country-specific laws, the environmental impact of relevant air and noise emissions is to be regularly reviewed and evaluated. If necessary, appropriate measures should be taken to prevent permanent damage to people and the environment.

### **Energy consumption/efficiency and greenhouse gas emissions**

In addition to the efficient use of energy sources, the reduction of greenhouse gases must also be aimed at. The efforts of the suppliers should include the CO<sub>2</sub> neutrality of their own production as well as the passing on of the requirement to subcontractors.

### **Resource management**

When designing and manufacturing products, suppliers take into account the efficient use of natural resources (e.g. water, energy sources, raw materials, etc.) and strive for the use of recycled materials.

### **Waste and recycling**

In the development, manufacture and subsequent recovery of products, the avoidance of waste, recycling and the safe, environmentally friendly disposal of residual waste, chemicals and wastewater must be strictly taken into account. The local official regulations regarding the disposal of waste are decisive.

### **Handling of industrial waste water**

Suppliers must ensure that the official limits are complied with at all times when handling industrial wastewater and that the concentration of pollutants is minimized. Optimization possibilities as well as measures for wastewater reduction are to be regularly examined, evaluated and, if necessary, implement.

### **Responsible chemical management**

The handling of substances must ensure that the safety of the environment and health is guaranteed at all times. Workers who handle hazardous substances must receive regular instruction on the potential hazards and the protective measures laid down in order to avoid damage to health or the environment.

### **Aspiration and further development of environmental and energy management systems**

Suppliers must strive for and continuously develop a suitable environmental and energy management system in accordance with international standards ISO 14001 and ISO 50001. An existing certification according to the standards ISO 14001 and 50001 is desirable at the first contact.

### **Proactive approach to environmental challenges**

Suppliers are required to deal with ecological challenges prudently and with foresight. Efforts must be made to develop and disseminate environmentally friendly technologies. Suppliers are expected to sustainably improve the environmental performance of products and services by setting targets and monitoring their environmental metrics.



### **Biodiversity, land use and deforestation**

The supplier is obliged to ensure that its activities preserve the diversity and stability of ecosystems by preventing the extinction of species and protecting natural habitats. The aim is to use land in such a way that it is ecologically, economically and socially sustainable. Activities that promote deforestation and threaten the protection of forests and other natural habitats must be stopped.

### **Renewable energies**

The supplier should establish a system to minimize energy waste, improve its energy performance and reduce its energy consumption. The supplier should regularly review its energy management systems and ensure that opportunities and risks, ambitions and goals are kept up to date and that expert employees operate the system.

### **Rights of minorities and indigenous peoples**

The rights of indigenous peoples and local communities should be respected, promoted and protected throughout the supply chain in accordance with the United Nations Declaration on the Rights of Indigenous Peoples.

### **Ethical recruitment**

The supplier is committed to ethical recruitment by complying with all applicable laws regarding employee recruitment, prohibiting forced labour, child labour and human trafficking and respecting the minimum age for employment. Fairness in wages and working conditions and non-discriminatory recruitment are also essential.

### **Use of private or public security guards**

We expect the use of security personnel in your operations and supply chains to be responsible and lawful, including proper training to avoid violence and respect human rights. Any abuse of security forces must be reported and dealt with appropriately

### **Animal welfare**

In addition, we are committed to animal welfare and expect you to adopt welfare-friendly practices that ensure animals are kept and treated appropriately. Cruel or inhumane practices are strictly prohibited and we support minimizing animal testing through alternative testing methods.

### **Land, forest and water rights as well as evictions**

The supplier is obliged to assess the impact of discharges on the environment and soil in order to prevent contamination of surface or groundwater. In particular, appropriate organisational and technical safety precautions must be taken to ensure that the procurement and manufacture of products is carried out without endangering fresh or sea water.



### **Chemicals management**

It is the supplier's responsibility to have chemicals and other hazardous substances stored or processed on their premises or produced during production identified and labelled. He must also ensure that appropriate storage and processing procedures are provided and that employees are trained. Hazards posed by these substances, such as air and soil pollution, water pollution and other harmful effects, must be avoided within the scope of technical possibilities.

### **Reporting greenhouse gas emissions**

The supplier should develop suitable corporate targets for its Scope 1, 2 and 3 emissions and take measures to work towards achieving the Paris Climate Agreement. Suppliers should regularly monitor and report on their progress, especially with regard to their carbon footprint at the product level.