

## Code of Conduct for the suppliers of COLTENE Holding AG

COLTENE Holding AG has a worldwide supply network and attaches great importance to sustainable and long-term partnerships. In the process of selecting suppliers, COLTENE Holding AG has zero tolerance for child labour, modern slavery and human rights violations. The important values for COLTENE Holding AG include long-term cooperation, mutual obligations, sustainability and social responsibility. This Code of Conduct is intended to ensure that the suppliers of COLTENE Holding AG act in accordance with internationally accredited standards on human rights, working conditions, the environment and integrity.

This code shall apply for all suppliers of COLTENE Holding AG worldwide. The aspects of this Code of Conduct shall concern all employees of the supplier, regardless of their position or their relationship to latter. The supplier ensures that its suppliers meet the directives of this code accordingly as well. Compliance with this code is a mandatory component of any kind of business relationship between COLTENE Holding AG and the suppliers. If required, COLTENE Holding AG is willing to inform and support the suppliers for the compliance with this Code of Conduct.

This code shall be based on the following principles and conventions:

- the United Nations Universal Declaration of Human Rights ([www.un.org/en/universaldeclaration-human-rights](http://www.un.org/en/universaldeclaration-human-rights))
- the UN Convention on the Rights of the Child ([www.unicef.org](http://www.unicef.org))
- the fundamental conventions and international labour standards of the ILO (International Labour Organisation) ([www.ilo.org](http://www.ilo.org))
- the principles of the United Nations Global Compact (global compact of the United Nations) ([www.unglobalcompact.org](http://www.unglobalcompact.org))
- the principles of the Supply Chain Act ([Supply Chain Act | BMZ](#))
- Due Diligence and Transparency Regulation on Minerals and Metals from Conflict Zones and Child Labour (<https://www.fedlex.admin.ch/eli/oc/2021/847/de>)

COLTENE Holding AG shall undertake to:

- proactively cooperate with the suppliers to support compliance with these directives
- always be transparent in communications with supplier.

The following directives regarding corporate responsibility and compliance shall apply to all suppliers of COLTENE Holding AG:

### Compliance with laws

Local, national and international laws relevant to the business operations of the supplier must be fully complied with in full and at all times.

### Human rights protection

The suppliers shall undertake responsibility to protect human rights in their business area (people in need of protection, employees, etc.). The suppliers or other employees must not discriminate against the nationality, religion, age, ethnic background, gender or sexual orientation of any employee. Child and forced labour shall be strictly prohibited.

### **Health and safety in worksites**

Suppliers must ensure that their employees work in a safe and healthy environment with protection against fire, accidents and hazardous substances. Adequate sanitary conditions must be provided and public health and safety directives established and followed by employees.

### **Remuneration**

Suppliers must pay their employees appropriate remuneration. The remuneration must cover the employees' basic needs as well as the needs of their families while also providing some additional disposable income. Overtime must be compensated in accordance of the statutory provisions. Wages must be paid regularly and in legal tender. Wage deductions must always be transparent.

### **Labour law**

Working hours and days of rest must be coordinated according to national laws and industrial standards. The maximum admissible weekly working hours according to national legislation and wage agreements shall apply. This shall include the control of and requests for overtime.

### **Environmental protection**

Through their own initiative and responsible corporate management, suppliers must strive to reduce the negative ecological impact of their actions, products and services to a minimum, for example by

- reducing the amount of waste
- improving energy efficiency
- minimising and safely storing of hazardous substances
- using environmentally friendly technology

### **Conflict minerals and metals**

COLTENE Holding AG aims at a supply chain free of conflict minerals and metals. Manufacturers and dealers of products containing tantalum, tin, tungsten and/or gold are required to implement appropriate measures internally as well as with their suppliers to ensure traceability and conflict-free sources of these minerals (metals). Whenever possible, COLTENE Holding AG selects suppliers who are members of the RMI Responsible Minerals Initiative.

### **Diamonds**

The supplier ensures that the diamonds supplied to COLTENE Holding AG are traceable to the source and do originate in of conflict-free area and in accordance with United Nations resolutions. The supplier is required to maintain all warranties in its records according to the Kimberley Process Certification Scheme and the World Diamond Council System of Warranties.

### **Integrity**

High level of integrity must be an integral part of the corporate philosophy. In this sense, the supplier shall undertake to:

- comply with international intellectual property rights
- refrain from practices like bribery or other illegal methods to influence the public, authorities, the judicial system and/or representatives of other business partners
- never promise, offer or provide benefits or privileges to employees of COLTENE Holding AG in any way in order to positively impact the business with COLTENE Holding AG
- refrain from activities that adversely affect free competition, including cartels and price fixing

### **Final Provisions**

The supplier grants COLTENE Holding AG or the third party appointed by COLTENE Holding AG the right to check an assess compliance with this Code of Conduct in an appropriate manner at relevant production sites. If deviations are found in the audit at the supplier, corrective measures are expected from the supplier. The supplier shall bear the costs of the corrective measures. The supplier acknowledges that non-compliance with or serious violation of the Code of Conduct shall result in the loss of orders and potentially also to terminate the business relation. If the supplier discovers violations in the supply chain of COLTENE Holding AG, the supplier shall immediately take appropriate remedial action. In case of confirmed violations in the supply chain of COLTENE Holding AG, the supplier should immediately inform COLTENE Holding AG via the following link: <https://www.coltene.com/de/hinweisgeber-portal/>

**Applicability**

This Code of Conduct applies to all companies and subsidiaries of COLTENE Holding AG.

This Code of Conduct is a dynamic document, therefore COLTENE Holding AG reserves the right to incorporate new best practices into this document on a regular basis. The current version " Code of Conduct for the Suppliers of COLTENE Holding AG" as well as the "COLTENE Supply Chain Policy and Due Diligence" published on the COLTENE Holding AG website ([General Terms & Conditions \(coltene.com\)](https://www.coltene.com)) are considered official and replace all other versions.

Manager Purchasing Coltene

The supplier \_\_\_\_\_ hereby confirms that he has understood all of the above-mentioned principles of the Code of Conduct for the suppliers of COLTENE Holding AG and will also comply with them.

**Place & Date:** \_\_\_\_\_

**Signatory name** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Document history:

Version		
V1.0	First version	01.06.2023
V1.1	Link for complaints procedure, addition DDTrO	23.06.2023
V1.2	Corrections in the compliants procedure	04.07.2023
V1.3	Implementation of the Supply Chain Policy and Due Diligence	24.10.2023