

# Supplier Code of Conduct

**SENSECA Group**

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### **Gender Notice**

For better readability, the generic masculine is used in this document. Unless otherwise indicated, the personal designations used refer to all genders.



# Content

- 1. Introduction ..... 4**
- 2. Standards on working conditions/personnel ..... 4**
  - 2.1. Wages and benefits, working hours ..... 4
  - 2.2. Prevention of child labour ..... 4
  - 2.3. Free choice of employment..... 5
  - 2.4. Freedom of association..... 5
  - 2.5. Health & Safety ..... 5
- 3. Business-Ethik-Standards ..... 5**
  - 3.1. Anti-corruption and compliance..... 5
  - 3.2. Equal opportunities and anti-discrimination ..... 5
  - 3.3. Safety and quality ..... 5
- 4. General Environmental Standards and Environmental Sustainability ..... 6**
  - 4.1. General environmental responsibility, environmentally friendly production and products ..... 6
  - 4.2. Confirmation/compliance with substance bans..... 6
  - 4.3. Compliance with air quality standards ..... 7
- 5. Promoting supply chain standards ..... 7**
- 6. Responsible sourcing of raw materials ..... 7**
- 7. Privacy, Secrecy, Information Security and Data Protection Standards..... 8**
- 8. Information on complaint processes and protection against retaliation for external persons and entities..... 9**
- 9. Effective date ..... 9**

## 1. Introduction

SENSECA not only delivers high-quality products, but also does so in a way that reflects the company's mission and commitment and to conduct business activities in accordance with applicable laws in a humane, socially responsible and sustainable manner.

SENSECA expects all business partners, especially suppliers, to behave in the same way.

The present SENSECA Code of Conduct represents a defined set of values and principles to which SENSECA is categorically committed and has been written for suppliers in order to promote the continuous implementation of this Code by establishing irrefutable minimum standards.

We require our employees, agents and subcontractors (hereinafter referred to as suppliers) to observe and comply with these standards in the conduct of their business activities.

It is the responsibility of suppliers to instruct their employees, agents and subcontractors accordingly.

The following sustainability regulations define the standards and requirements of the SENSECA Group for its suppliers:

- compliance with internationally recognised human and labour rights,
- the outlawing of child labour and forced labour,
- the observance and promotion of business ethics and compliance with legal standards and environmental guidelines, and
- precautionary environmental protection,
- Promoting standards in the supply chain,
- standards on privacy, secrecy, information security and data protection,
- Information on complaint processes and protection against retaliation.

The sustainability provisions are based, among other things, on internationally recognised principles of the United Nations Global Compact (<http://www.unglobalcompact.org>) and the International Labour Standards of the International Labour Organization (<http://www.ilo.org>).

The supplier undertakes to comply with the standards listed below.

## 2. Standards on working conditions/personnel

### 2.1. Wages and benefits, working hours

Remuneration and social benefits must be guaranteed in accordance with the basic principles of minimum wages, overtime and statutory social benefits.

Working hours must comply with applicable laws, industry standards or relevant ILO conventions. Overtime should only be voluntary and employees should be given at least one day off after 6 consecutive working days.

### 2.2. Prevention of child labour

The supplier warrants on behalf of his company that the production or processing of the products to be supplied is or has taken place without exploitative child labour within the meaning of ILO Convention No. 182, as well as without violations of obligations arising from

the implementation of this Convention or from other applicable national or international regulations to combat exploitative child labour.

Furthermore, the supplier warrants that its company, its suppliers and their subcontractors have taken active and goal-oriented measures to exclude exploitative child labour within the meaning of ILO Convention No. 182 in the manufacture or processing of the products to be supplied.

The supplier is obliged to oblige its subcontractors accordingly and to carry out control measures in this regard.

### 2.3. Free choice of employment

The supplier will not employ or force anyone to work against their will. Employees must have the freedom to terminate the employment relationship within a reasonable period of time.

Employees may not be required to hand over their ID, passport or work permit as a precondition for employment.

### 2.4. Freedom of association

Workers must be able to communicate openly with management about working conditions without fear of reprisals in any form. They must have the right to join a trade union, to appoint a representative and to be elected to such a union.

### 2.5. Health & Safety

As an employer, the supplier guarantees occupational health and safety at work within the framework of national regulations and supports continuous development to improve the world of work.

## 3. Business-Ethik-Standards

### 3.1. Anti-corruption and compliance

In the course of doing business with SENSECA, the Supplier is obliged to refrain from anything that may lead to criminal liability for fraud or breach of trust, insolvency offences, offences against competition, granting of advantages, bribery, corruption or other corruption offences by persons employed by the Supplier or other third parties.

In the event of a violation of this, SENSECA has the right to withdraw or terminate all existing legal transactions with the supplier without notice and the right to terminate all negotiations.

Without prejudice to the foregoing, the Supplier is obliged to comply with all laws and regulations applicable to it and to the business relationship with SENSECA.

### 3.2. Equal opportunities and anti-discrimination

Discrimination against employees in any form is inadmissible.

Thus, every employee can expect fair treatment and equal professional opportunities, regardless of gender, race, caste, color, disability, trade union membership, political opinion, origin, religion, age, pregnancy or sexual orientation.

### 3.3. Safety and quality

All products and services must meet the contractually stipulated quality and safety criteria upon delivery and must be able to be used safely for their intended use.

## **4. General Environmental Standards and Environmental Sustainability**

### **4.1. General environmental responsibility, environmentally friendly production and products**

SENSECA is committed to integrated environmental protection that starts at the root causes, assesses the impact of production processes and products on the environment in advance and incorporates them into business decisions. In doing so, products and production are designed from a holistic point of view in the most resource-saving and environmentally friendly way possible.

The supplier will act according to the precautionary principle with regard to environmental protection, take initiatives to promote greater environmental responsibility and promote the development and dissemination of environmentally friendly technologies.

It will ensure a high level of environmental protection at all stages of production. This includes taking a proactive approach to avoid or minimise the consequences of accidents that can have a negative impact on the environment. Of particular importance is the application and further development of water- and energy-saving technologies – characterized by the use of strategies for emission reduction, reuse and reprocessing.

All products manufactured along the supply chain must meet the environmental standards of their respective market segment. This includes all materials and substances used in production. Chemicals and other substances that pose a hazard when released into the environment must be identified. A hazardous substance management system must be set up for them so that they can be safely handled, transported, stored, reprocessed or reused and disposed of by appropriate procedures.

### **4.2. Confirmation/compliance with substance bans**

Substances that are subject to legal restrictions or prohibitions may only be contained in the materials or parts supplied in accordance with these regulations (e.g. Chemicals Prohibition Regulation, REACH Regulation (EC) No. 1907/2006).

SENSECA assumes that the supplier is aware of and will comply with the obligations under these regulations.

Therefore, the supplier must ensure the following:

- Provision of correct and complete material data sheets is to be guaranteed free of charge and must be carried out in the case of new and altered sampling. Incorrect material data sheets will be rejected and must be corrected promptly.
- Registration, non-authorisation and notification of substances: The supplier shall ensure that substances, substances in preparations and substances in articles requiring registration are only supplied to SENSECA if they are registered for use with SENSECA in accordance with Art. 5 and Art. 6 or Art. 7 para. 1 of Regulation 1907/2006/EC. In the same way, it ensures that substances in supplied products for which there is an obligation to notify under Article 7(2) have been notified by the supplier or, if the product has not been manufactured or imported by the supplier itself, by an upstream supplier or, alternatively, that the substance has been registered for the intended use (Article 7(6)). If substances subject to registration are not registered, or if substances listed in Annex XIV to Regulation 1907/2006/EC are not authorised for the uses provided for in the contract at the time of delivery, or if there is no notification required under Article 7(2), the supplier is obliged to contact SENSECA's REACH contact person directly: [einkauf@SENSECA-Messtechnik.de](mailto:einkauf@SENSECA-Messtechnik.de)
- Ingredients of Very High Concern (SVHC) in components, spare parts, accessories, accessories and packaging: Insofar as the supplied parts contain substances of very high concern (SVHC) containing substances of very high concern (SVHC) in a proportion of more than 0.1% by weight, which are published in the so-called candidate list pursuant to Art. 59 para. 1 of Regulation 1907/2006/EC, the contractor is obliged to provide all information pursuant to Art. 33 para. 1 of Regulation 1907/2006/EC with the delivery without being asked to do so. Directive 1907/2006/EC. This also applies if such a substance is only included in the candidate list during the ongoing supply relationship. The information must be provided in writing, preferably via IMDS (International Material Data System).

### 4.3. Compliance with air quality standards

In order to protect human health and the environment as a whole, it is of particular importance to combat pollutant emissions at source and to identify and apply the most effective emission reduction measures at local, national and Community level.

Therefore, emissions of air pollutants must be avoided, prevented or reduced and appropriate air quality targets should be set, taking into account the relevant standards, guidelines and programmes of the World Health Organisation (WHO), as well as Directive 2008/50/EC of the European Parliament and of the Council.

## 5. Promoting supply chain standards

The supplier will pass on the contents of these sustainability regulations to its suppliers, oblige them accordingly and check compliance with the sustainability regulations in the supply chain.

## 6. Responsible sourcing of raw materials

The supplier undertakes to comply with sustainability in the sense of legal, economic and social responsibility. A key aspect of this behavior is the responsible sourcing of raw materials.

Within the framework of legal requirements, the supplier is obliged to trace and disclose the origin of its raw materials. To this end, it will provide SENSECA with its CMRT report (Conflict Minerals Report) of the RMI – Responsible Mineral Initiative in its latest revision upon request.

## **7. Privacy, Secrecy, Information Security and Data Protection Standards**

The Supplier is committed to complying with standards of privacy, data protection, secrecy and information security. The current version of the current policy can be found on the SENSECA homepage.

In particular, all suppliers and service providers undertake to:

- not to remove data carriers, papers, systems or files of SENSECA GmbH from the company's premises without authorisation or without written permission
- not to transmit electronic information to third parties without authorization
- view information marked as confidential or classified without authorization
- immediately report any loss of data or information belonging to the company to SENSECA GmbH
- in the event of any ambiguities concerning information security, to contact the security or data protection officer of the SENSECA Group immediately
- If necessary, participate in the safety training courses offered
- align its own service provision with the requirements of information security
- oblige its own staff to comply with the relevant conditions and measures, in particular with regard to information security and data protection
- Only use devices that offer an adequate level of security (virus protection, firewall, security updates, access protection, encryption if necessary)
- To the extent necessary, to participate in the encrypted transmission of information and to provide technical and organizational support.



## **8. Information on complaint processes and protection against retaliation for external persons and entities**

SENSECA offers external persons or entities the opportunity to report incidents of any kind. Incidents that violate or affect legal, contractual, normative or directly related aspects of cooperation must be reported.

Incidents can be reported via our external reporting system on our homepage:

<https://senseca.hintbox.de/>

## **9. Effective date**

This Code of Conduct will enter into force on 7 March 2024 and supersedes all previous publications and regulations.