

**SUPPLIER CODE OF CONDUCT**

**Arichemie GmbH**

## Arichemie GmbH Supplier Code of Conduct

### Introduction

Arichemie GmbH is committed to creating value for its stakeholders and to building relationships based upon openness, trust and respect with its employees, business partners, shareholders and other stakeholders – and to do so in a socially and environmentally responsible manner. Arichemie GmbH expects all its suppliers to adhere to similar standards and to conduct their business ethically.

This Supplier Code of Conduct (SCoC) outlines the non-negotiable minimum standards Arichemie GmbH requires its Suppliers and sub-tier suppliers (“Supplier”) to comply with.

### 1. Compliance with national and international laws and regulations

As a Supplier to Arichemie GmbH, you shall comply with all applicable international and national laws and regulations, including without limitation, those pertaining to anti-corruption, transportation, safety, health and customs.

### 2. Human Rights

#### Fair and Equal Treatment

The Supplier shall not discriminate in hiring and employment practices on the grounds of criteria such as of race, religion, gender, age, nationality, disability, personal relationship, union membership, sexual orientation, political opinion or any other basis.

#### Wages and benefits

The Supplier’s employees must be provided with wages and benefits that, at a minimum, comply with national laws as well as binding collective agreements.

#### Working hours

The Supplier shall ensure that its employees work in compliance with all applicable laws and mandatory industry standards pertaining to regular working hours and overtime hours.

Workers shall have at least one day off in seven.

#### Freedom of Association and Right to Collective Bargaining

The Supplier shall respect employees’ right to freely associate, belong to a union and bargain collectively, in accordance with all applicable laws and regulations.

#### Child Labour

Supplier shall ensure that that there is no child labour of any sort in its business operations. The term “child” refers to any person under the age of 15 (or 14 according to the applicable local laws), or under the minimum age for completion of compulsory education, or under the minimum age for employment in any particular country, whichever is the highest (in line with the ILO Convention 138 on Child Labour).

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### Harassment and Abuse

The Supplier shall not engage, support or allow any form of harassment or abuse in the workplace.

### Forced and Compulsory Labor

All forms of employment must be voluntary and all workers must be free to leave upon reasonable notice. The Supplier shall not make use or in any way benefit from forced, prison, bonded or involuntary labour.

Employees may not be forced to deposit money, passports, education certificates or similar documentation as a condition of employment.

### 3. Health and Safety

The Supplier shall provide a safe and healthy working environment for all employees. The Supplier shall ensure compliance with applicable laws and regulations relating to health and safety issues.

The supplier shall ensure that all workers are sufficiently aware of health, safety and environmental risks and appropriately trained on these issues.

A process for continual monitoring and improvement of the work environment shall be in place and a management representative responsible for the health and safety of all personnel as well as environmental risks shall be appointed.

### 4. Responsible business

The Supplier is expected to conduct its business in a transparent and ethical manner and shall not participate directly or indirectly in any illegal, corrupt or improper business practices. All forms of corruption, including extortion and bribery, are strictly prohibited.

For the interaction with Arichemie GmbH employees the following specifically applies:

- Arichemie GmbH shall always pay for its employees own travel and accommodation costs when visiting the Supplier, conferences, reference plants etc.
- Arichemie GmbH employees shall not be offered any gifts, hospitality or entertainment that could be considered unreasonable or inappropriate with regard to possible business transactions. Gifts of cash or cash equivalents, such as gift cards, are never allowed.

### 5. Environmental impact

The Supplier shall:

- Fulfil all environmental requirements defined in relevant laws, regulations and environmental permits;
- Strictly comply with all applicable laws and regulations related to hazardous materials, chemicals and substances;
- Implement and document relevant environmental management systems with the objective to:
  - Improve resource and energy efficiency.
  - Minimize generation of waste, maximize recycling.
  - Prevent pollution

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### 6. Transparency

The Supplier shall keep transparent and up to date records of the elements relevant to demonstrate compliance with this SCoC.

The Supplier may be requested to provide records and other evidence relevant to assessing compliance with this SCoC. The Supplier shall without delay provide access to the information required, unless clearly justified by confidentiality requirements. Examples of such information are:

- The Supplier's code of conduct
- Documentation in the Supplier's management systems
- Aggregated working hour and salary statistics
- Health and safety records
- Training records
- Communication of this SCoC to the Supplier's suppliers

The Supplier shall also, following reasonable prior notice, accept audits by the Arichemie GmbH or third party designated by Arichemie GmbH, to assess compliance with this SCoC. At such occasions the Supplier shall provide access to information and to the areas of its facilities that are relevant for assessing the compliance with the SCoC.

The Supplier shall be capable to disclose all the potential sources of primary origins (country of origin) associated with deliveries made to Arichemie GmbH. Arichemie GmbH reserves the right to ask the Supplier to create full supply chain mapping back to origin to facilitate assessment of upstream supply chain compliance.

### 7. Compliance and follow up

The Supplier shall have systems in place enabling anonymous grievances, reporting and management. A designated officer shall continuously monitor the grievance mechanism, keep record on the issues raised and take immediate appropriate actions.

**The Supplier is required to immediately report any non-compliance with this SCoC to Arichemie GmbH to: [codeviolation@arichemie.com](mailto:codeviolation@arichemie.com)**

### 8. Protecting Information

Supplier shall protect the confidential information of Arichemie GmbH. Confidential information means any Arichemie GmbH's proprietary

- i. technological and technical knowledge, expertise, experience, know-how, inventions, instructions, product and production data, techniques, processes, drawings, designs, specifications, formulae, samples and other such information and data, and
- ii. financial, business and personnel information, and
- iii. other information, disclosed at any time and in any form, which is marked or notified as being confidential or would, in the exercise of reasonable judgement under the circumstances, be considered as Confidential Information.

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Supplier who has been given access to confidential information as part of the business relationship shall not share this information with anyone unless authorized to do so by Arichemie GmbH. Supplier shall not trade in securities, or encourage others to do so, based on confidential information received from Arichemie GmbH.

### **9. Enforcement**

If Arichemie GmbH finds that the Supplier is not meeting the requirements and expectations set out in this SCoC, the Supplier shall take immediate corrective actions. Arichemie GmbH may offer to work with the Supplier to develop and implement corrective plan to improve the situation.

Arichemie GmbH reserves the right to cancel outstanding orders, suspend future orders or terminate contract with the Supplier in case of failure by the Supplier to comply with this SCoC.