



## Code of Conduct for HAM GmbH external service providers

HAM GmbH places the following requirements on its external partners with regard to their responsibility for people and the environment. HAM GmbH reserves the right to change the requirements of this Code of Conduct in the event of appropriate changes to the HAM GmbH Compliance Program and to review the requirements of external partners.

### The external partner confirms:

- **Compliance with the law**
  - to comply with the laws of the applicable legal system(s).
  - The supplier undertakes to meet the reasonable expectations of its client, suppliers, customers, consumers and employees with regard to the protection of personal information. The Supplier shall comply with data protection and information security laws and regulatory requirements when collecting, storing, processing, transferring and disclosing personal information.
- **Prohibition of corruption and bribery**
  - not to tolerate, induce or in any way engage in any form of corruption or bribery
- **Respect for the fundamental rights of employees**
  - to promote equal opportunities and equal treatment of its employees irrespective of their skin color, race, nationality, social background, any disability, sexual orientation, political or religious convictions, gender or age
  - to respect the personal dignity, privacy and personal rights of every individual and not to tolerate any behavior that is coercive, threatening, abusive or exploitative
  - not to employ anyone against their will or force them to work
  - not to tolerate unacceptable treatment of workers, such as psychological hardship, sexual and personal harassment or discrimination
  - to ensure appropriate remuneration and to guarantee the legally defined national minimum wage
  - comply with the maximum working hours stipulated by law in the respective country
  - to the extent permitted by law, to recognize the freedom of association of employees and to neither favor nor discriminate against members of employee organizations or trade unions.
  - The supplier shall pass on information received from [own company] regarding contactability, responsibility and the implementation of a complaints procedure to its employees in an appropriate manner
- **Ban on child labor**
  - Child labor may not be used at any stage of production. Suppliers are requested to comply with the recommendation from the ILO conventions on the minimum age for the employment of children. Accordingly, the age should not be less than the age at which compulsory education ends according to the law of the place of employment and in any case not less than 15 years.
- **Employee health and safety**
  - to take responsibility for the health and safety of its employees
  - risks and to ensure the best possible precautionary measures against accidents and occupational illnesses
  - to provide training and ensure that all employees are knowledgeable about occupational safety

- **Environmental protection / Energy**

- to observe environmental protection with regard to legal norms and international standards to minimize and continuously improve environmental pollution; this also applies to ecological responsibility in the treatment of industrial wastewater.
- For the conflict minerals tin, tungsten, tantalum and gold, as well as for other raw materials such as cobalt, the company establishes processes in accordance with the Organization for Economic Co-operation and Development (OECD) Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas and expects its suppliers to do the same. Smelters and refineries without appropriate, audited due diligence processes should be avoided.
- Energy consumption must be monitored and documented. Economic solutions must be found to improve energy efficiency and minimize energy consumption

- **Supply chain**

- comply with the principles of non-discrimination when selecting suppliers and when dealing with suppliers.

Date: \_\_\_\_\_

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