



Code of Conduct for HAM GmbH external service providers

HAM GmbH demands its external partners with respect to their responsibility for people and the environment as follows. HAM GmbH reserves the right to change the requirements of this Code of Conduct in case of appropriate changes in the HAM GmbH Compliance Programme and also to review them with its external partners.

The external partner confirms:

- **Compliance with the law**
 - to comply with the law of the applicable jurisdiction(s).
- **Prohibition of corruption and bribery**
 - not to tolerate any form of corruption or bribery or to engage or benefit in any way.
- **Respect for the fundamental rights of employees**
 - to promote equal opportunities and equal treatment of its employees regardless their colour, race, nationality, social background, possible disability, sexual orientation, political or religious beliefs, gender or age;
 - to respect the personal dignity, privacy and personal rights of each individual and not to tolerate any behaviour that is coercive, threatening, abusive or exploitative;
 - not to employ or force anyone to work against their will;
 - not to tolerate unacceptable treatment of workers, such as psychological pressure, sexual and personal harassment or discrimination;
 - to ensure adequate remuneration and to guarantee the legally established national minimum wage;
 - to observe the maximum working hours permitted by law in the respective state;
 - as far as legally permitted, to respect the recognized right of freedom of association of workers and to neither favour nor discriminate against members of employees organisations or trade unions.
- **Prohibition of child labour**
 - not to employ workers who have not reached a minimum age of 15 years. In countries that fall under the developing countries exception in ILO Convention 138, the minimum age may be lowered to 14 years.
- **Health and safety of employees**
 - to take responsibility for health and safety towards its employees;
 - to minimise risks and provide the optimal precautionary measures against accidents and occupational diseases;
 - to offer and provide training and to ensure that all employees are educated in health and safety issues
- **Environmental protection / energy**
 - to observe environmental protection with regard to legal norms and international standards to minimise and continuously improve environmental pollution.
- **Supply chain**
 - to comply with the principles of non-discrimination in the selection of suppliers and in dealing with suppliers.

Date: _____

Signature: _____