

# Suppliers' code of conduct



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## Preamble

**Sandler is committed to its social responsibility. Our goal is to flexibly meet the demands of the market and to treat people and nature responsibly. In close cooperation with customers, suppliers and employees, we set the course for tomorrow's success. At the same time, we always uphold the principles of the respectable businessman.**

We expect our business partners to respect the principles summarised here and to establish them in a comparable form in their own companies and pass them on in the supply chain.

For future cooperation, the contracting parties agree that the following provisions shall apply to a common code of conduct. This agreement is the basis for all future deliveries and services. The contracting parties agree to fulfil the principles and requirements of the agreement. Suppliers are required to contractually obligate their subcontractors to comply with the standards and regulations set out in this document. This agreement shall be part of the contract award process. A violation of this Code of Conduct may be a reason for the company to terminate the business relationship including all associated supply contracts.

# 1

## Social responsibility

### **Protection of employees**

No forced labour or such comparable work may be used. All work must be voluntary and employees must be able to terminate the work or employment relationship in accordance with legal requirements. Unacceptable treatment of workers, such as psychological hardship, sexual and personal harassment, control through violence or economic exploitation is forbidden. The employees are given access to drinking water in sufficient quantities and to clean sanitary facilities.

### **Prohibition of child labour**

We categorically reject child labour. Suppliers are required to comply with the recommendations of the ILO Conventions on the Minimum Age for Employment of Children.

### **Fair pay and working hours**

The remuneration paid to employees shall comply with all applicable laws on remuneration, including, for example, minimum wage and overtime laws. If the statutory minimum wage is not sufficient to cover the cost of living, the business partner is obligated to pay a remuneration that covers basic needs. The basis on which employees are remunerated is continuously communicated to the employees in the form of a pay slip. Working hours must comply with applicable laws.

**Prohibition of  
discrimina-  
tion**

Discrimination against employees in any form is inadmissible. This applies above all to disadvantages based on gender, skin colour, disability, political conviction, origin, religion, age, pregnancy or sexual orientation. The personal dignity, privacy and personal rights of each individual have to be respected.

**Safety at the  
place of work**

Our partners are responsible for a safe and healthy working environment. By setting up and applying appropriate occupational safety systems, the necessary precautionary measures should be taken against accidents and damage to health which may occur in connection with the activity. In addition, employees are regularly informed about and trained in applicable health and safety standards and measures.

# 2

## Environmental protection & sustainability

### **Dealing with emissions**

Our suppliers are required to find economically viable and technically viable solutions to minimise general emissions from operations (air and noise emissions) and greenhouse gas emissions. They should therefore be routinely monitored and reviewed and dealt with as necessary. Local laws must be observed.

### **Residual raw material management**

We are continuously reducing the amount of waste produced. Subsequently our focus is on recycling: Fleece residues arising in production are supplied directly for reprocessing and are reused in production. Other waste or residues from processing are recycled externally and are used to produce new nonwovens. In this way we support closed material cycles and conserve valuable resources.

Our suppliers should also follow a systematic approach to identifying, handling, reducing and responsibly disposing of or recycling waste. Chemicals or other materials that pose a hazard when released into the environment shall also be identified. They shall be handled in such a way as to ensure appropriate safety during handling, transport, storage, use, recycling or reuse/disposal of the substances.

### **Resource efficiency**

We attach great importance to the use of renewable energies. We expect our partners to monitor and document energy consumption. Economically viable and technically functioning solutions must be found to improve energy efficiency and minimise energy and water consumption as well as waste generation.

# 3 Ethical business conduct

## **Free and fair competition**

We operate in accordance with the principles of social market economy and are convinced that the standards of fair business activity, fair advertising and fair competition must be observed. Fair competition motivates to achieve better results and always creates new incentives. It should therefore be free and unadulterated. In the context of responsible business activities, the applicable antitrust laws must therefore be observed. Violations of antitrust law contradict our understanding of fair competition.

## **Prohibition of corruption**

We distance ourselves from corruption, bribery, extortion and embezzlement. We will not tolerate transactions that are carried out using illegal means. Our employees may not offer any benefits or gifts to partners, nor may they accept any gifts that could interfere with an objective business decision. Conversely, this prohibition naturally also applies to our business partners. Benefits or gifts with a value of USD 10 or more, as well as invitations exceeding a value of USD 60 per individual case, must be approved of by the management in advance. In individual cases of spontaneous invitations, the management must be informed subsequently. The acceptance of cash of any amount is absolutely forbidden. The interests of the company and the private interests of employees must always be strictly, separated from one another.

**Audits** We maintain our quality level and operational safety through regular internal and external audits. Checklists based on common management standards and audit reports document these controls and help to identify improvement potential. In addition, our partners evaluate us within the framework of customer audits and also provide impetus for the further optimisation of our processes. We also evaluate our suppliers and communicate the results.

**Compliance with foreign trade regulations** We have the status of authorised economic operator (AEO-C/S) in its most detailed form. This seal of quality allows us to handle international goods movements even more easily, transparently and efficiently. As the holder of an AEO certificate or an authorisation for customs simplification, we are obligated to inform the customs authorities of all circumstances in writing that may affect the maintenance or content of the certificate. We also require our suppliers to comply with foreign trade regulations.

# 4 Corporate security

Our suppliers must agree to meet reasonable expectations with regard to the protection of private information and, of course, to comply with the laws applicable to the client, suppliers, customers, consumers and employees. When collecting, storing, processing, transmitting and passing on personal information, the suppliers must comply with the laws on data protection and information security and the official regulations. Intellectual property rights must also be respected. The transfer of technology and know-how must take place in such a way that intellectual property rights and customer information are constantly protected.



# 5 Implementation of requirements

We expect our suppliers to identify risks within supply chains and to take appropriate actions. In the event of a suspicion of violations of the aforementioned requirements and to secure supply chains with increased risks, the company requires disclosure of the supply chains.

The company can check compliance with the standards and regulations listed in this document by means of (sustainability) audits at the suppliers' production sites. The company reserves the right to take appropriate measures against suppliers who do not meet these requirements, which may ultimately lead to the suspension or termination of a supplier relationship.

# 6 Information & consent of the supplier

By signing this document, the supplier agrees to act responsibly and to comply with the principles/requirements listed above. The supplier confirms that he/she effectively communicates the contents of this code to employees, agents, subcontractors and suppliers and assures that all necessary precautions are properly implemented.

Company name / stamp

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Place/ Date

Signature

