

## **Code of Conduct of AMK*motion***

### **For Suppliers and Business Partners with an Intermediary**

#### **Function**

#### **Preamble:**

AMK*motion* GmbH & Co. KG and its affiliated companies (hereinafter referred to as “AMK”) understand sustainability to be an integral part of their business processes. With a high level of product and process expertise we source products, components and services from suppliers around the world in order to support the sustainable success of our customers.

The foundation for this is responsible corporate management geared towards long-term value creation. For this reason, AMK is keen to involve its suppliers directly in its sustainability strategy. In the course of our procurement activities, in addition to process-related, economic and technical criteria we also consider social and ecological aspects.

AMK expects its suppliers to comply with applicable national laws, the principles of the United Nations Global Compact and this Code of Conduct in their activities. In addition, suppliers are expected to implement and maintain their own processes that support their company's compliance with applicable laws and promote continuous improvement in regard to the principles and requirements of this Code of Conduct. Furthermore, AMK expects its suppliers to ensure that their affiliated companies also comply with and recognize all the principles and requirements described here.

AMK reserves the right to make reasonable changes to the requirements of this Code of Conduct as the need arises. AMK expects its suppliers to accept these changes.

<b>1.</b>	<b>Compliance with the laws</b> .....	<b>3</b>
<b>2.</b>	<b>Respect of human rights and fundamental freedoms</b> .....	<b>3</b>
<b>3.</b>	<b>Prohibition of child labor</b> .....	<b>3</b>
<b>4.</b>	<b>Health and Safety</b> .....	<b>3</b>
<b>5.</b>	<b>Environmental protection</b> .....	<b>4</b>
<b>6.</b>	<b>Supply chain</b> .....	<b>4</b>
<b>7.</b>	<b>Data privacy</b> .....	<b>4</b>
<b>8.</b>	<b>Prohibition of corruption and bribery</b> .....	<b>4</b>
<b>9.</b>	<b>Fair competition, antitrust law and intellectual property rights</b> .....	<b>4</b>
<b>10.</b>	<b>Money laundering</b> .....	<b>4</b>
<b>11.</b>	<b>Conflicts of interest</b> .....	<b>4</b>
<b>12.</b>	<b>Export control and customs</b> .....	<b>4</b>
<b>13.</b>	<b>Conflict minerals</b> .....	<b>4</b>
<b>14.</b>	<b>Invitations and gifts</b> .....	<b>5</b>
<b>15.</b>	<b>Supplier relationships</b> .....	<b>5</b>

**The supplier, service provider and/or business partner with an intermediary function hereby undertakes to observe the following:**

**1. Compliance with the laws**

- to comply with the laws of the applicable jurisdiction

**2. Respect of human rights and fundamental freedoms**

- to promote equal opportunities and equal treatment of its employees irrespective of their color, race, nationality, social origin, sexual orientation, political or religious beliefs, gender or age
- to respect the personal dignity, privacy and personal rights of each individual
- not to employ or force or contribute to the employment of anyone against their will
- not to tolerate unacceptable treatment of workers, such as mental cruelty, sexual and personal harassment or discrimination
- not to tolerate behavior (including gestures and physical contact) that is sexually coercive, threatening, abusive or exploitative
- to provide adequate remuneration and ensure the national minimum wage set by law
- to 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 workers and not to favor or discriminate against members of workers' organizations or trade unions
- to provide employees with access to a protected procedure to report possible violations of the principles of this Code of Conduct

**3. Prohibition of child labor**

- not to employ workers who are not at least 15 years old In countries that fall under the developing country exception of ILO Convention 138, the minimum age may be reduced to 14 years.
- not to employ workers for high-risk work who cannot demonstrate a minimum age of 18 years as per ILO Convention 182

**4. Health and Safety**

- to take responsibility for the health and safety of its employees and co-workers
- to reduce risks and ensure the best possible preventive measures against accidents and occupational diseases
- to provide training and ensure that all employees are knowledgeable about occupational safety
- to establish and implement an appropriate occupational safety management system

## 5. Environmental protection

- to comply with environmental protection with regard to legal norms and international standards
- to minimize environmental pollution and continuously improve environmental protection
- to establish and apply an appropriate environmental management system

## 6. Supply chain

- to promote compliance with the contents of this Code of Conduct among its suppliers in an appropriate manner
- to comply with the principles of non-discrimination in the selection of suppliers and in its dealings with suppliers

## 7. Data privacy

- to process personal data confidentially and responsibly, and respect the privacy of all and to ensure that personal data are effectively protected and used only for legitimate purposes

## 8. Prohibition of corruption and bribery

- not to tolerate or participate in any form of corruption or bribery, directly or indirectly, and not to offer, give or promise gratuities to government officials or private-sector counterparties in order to influence official acts or gain an unfair advantage

## 9. Fair competition, antitrust law and intellectual property rights

- to act in accordance with national and international competition laws and not engage in price fixing, sharing of markets or customers, market collusion or bid rigging
- to respect the intellectual property rights of others

## 10. Money laundering

- to comply with the relevant legal obligations for the prevention of money laundering and not to participate, either directly or indirectly, in money laundering operations or the financing of terrorism

## 11. Conflicts of interest

- to avoid all conflicts of interest that may adversely affect business relationships

## 12. Export control and customs

- to comply with the applicable export control and customs regulations

## 13. Conflict minerals

- to take appropriate measures to avoid the use in its products of raw materials that originate from conflict and risk areas and that directly or indirectly finance armed groups that violate human rights.

- **Note:** Section 1502 of the Dodd-Frank Act requires listed US companies to disclose whether their products contain so-called "conflict minerals" originating from the DRC or neighboring countries. The term "conflict minerals" includes the raw materials tantalum, tin, gold and tungsten. The disclosure obligation means that the US companies directly affected have to review their entire supply chain. This also includes AMK and consequently AMK's suppliers.


#### 14. Invitations and gifts

- not to use invitations and gifts improperly to exert influence and to grant these to our employees or persons close to them only if the occasion and scope are appropriate, i.e. they are of low value and they can be regarded as an expression of local generally accepted business practice
- not to allow suppliers to demand unreasonable benefits from AMK employees

#### 15. Supplier relationships

- AMK expects its suppliers to communicate all the principles and requirements described here to their suppliers and service providers and to take them into consideration when selecting them. Suppliers shall encourage their business partners to comply with the standards described above when fulfilling their contractual obligations.
- Compliance with the principles and requirements of this Code of Conduct shall be checked by the suppliers at regular intervals, but no more frequently than once a year, by means of an internal audit. An inspection may also be carried out by AMK or an appropriately authorized third party in consultation with the supplier.
- Any breach of the principles and requirements set out in this Code of Conduct will be considered a material breach of the contractual relationship by the suppliers. In the event of suspected non-compliance with the above-mentioned content, AMK reserves the right to demand information about the respective facts of the case. Furthermore, AMK reserves the right to extraordinarily terminate without notice individual or all contractual relationships with suppliers who demonstrably do not comply with this Code of Conduct or who do not seek and implement improvement measures, even after having been given a reasonable period of notice by AMK.

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