

Summary Code of Conduct for Boll & Kirch's Suppliers

The Code of Conduct defines the basic requirements placed on Boll & Kirch's suppliers and service providers.

Besides complying with all local laws and standards applicable in the country the manufacturing or service is conducted, the supplier and/or service provider declares herewith to comply with the Boll & Kirch Code of Conduct, which is attached to this document. The main areas of this Code of Conduct are:

1. **Working/Labor Conditions**
 - a. Child Labor Avoidance
 - b. Non-Discrimination
 - c. Wages and benefits, working hours
 - d. Freedom of association
 - e. Health and safety
2. **Environmental standards**
 - a. Environmental responsibility
 - b. Environmental performance of business operations
 - c. Environmental performance of products
3. **Business ethics**
 - a. Antitrust behavior
 - b. Anti-Corruption

We hereby confirm receipt of and adherence to the Boll & Kirch Code of Conduct:

Signature

Position

Date: _____

Company stamp

Code of Conduct – Boll & Kirch Filterbau GmbH

Sustainability is a long-term, strategic success factor, not only for Boll & Kirch Filterbau GmbH and its subsidiaries, but also for our customer, partners and suppliers.

The foundation of our corporate approach is based on the following core values:

1. Performance & Independence
2. Cultural intelligence
3. Sustainability through integrity
4. Confidence & Professionalism
5. Passion for new ventures

We want to live these values within our company and in our business relationships. Together with our partners and suppliers, Boll & Kirch Filterbau GmbH wants to support and ensure sustainable innovation and top performance. Our philosophy is based on mutual expectations and commitment: in particular, reliability, transparency, communication and sustainability. The goal of this code of conduct is therefore the definition of a common performance and information standard, and the commitment to responsible and sustainable business behavior.

We expect our **direct suppliers and partners** to ensure that their sub-contractors and sub-suppliers adhere to these standards. They are also inspired by internationally recognized principles and conventions such as the Global Compact of the United Nations (<http://www.unglobalcompact.org>), the UN charter of Human Rights (<https://www.ohchr.org/en/human-rights/universal-declaration/translations/english>) and the International Labour Standards of the ILO (<http://www.ilo.org>). Additionally, all business activities in the supply chain must comply with local laws. If national legal regulations, international statutes, industry standards and these guidelines cover the same subject, the strongest statutes must be applied.

I. Working/Labor Conditions

Child Labor Avoidance

Child labor must not be utilized in any stage of manufacturing. Companies are requested to follow the ILO conventions recommendation of a minimum age for admission to employment or work not being less than the age for completing compulsory schooling, and in any case not being less than 15 years. The minimum age for hazardous work is 18 years.

Non-Discrimination

Harassment or discrimination against employees in any form is not acceptable. This includes – but is not limited to – gender, race, color, caste, disability, union membership, political beliefs, origin, religion, age, pregnancy, or sexual orientation.

Wages and benefits, working hours

Compensation and benefits have to comply with fundamental principles relating to minimum wages, overtime hours, and legally mandated benefits. Working hours will, as a minimum, comply with all applicable laws, industry standards or relevant ILO conventions, whichever standard is more stringent. Overtime should be voluntarily, and employees have to be granted at least one day off after six consecutive working days.

Freely chosen employment

Any form of forced or compulsory labor is prohibited. Employees have to be free to leave employment after reasonable notice. It must not be required for employees to hand over government-issued identification, passports or work permits as a condition of employment.

Freedom of association

Workers have to be able to communicate openly with the management regarding working conditions without fear of reprisal, intimidation or harassment. Workers have to have the right to associate freely, join labor unions, seek representation, and join workers' councils.

Health and safety

Workers should have a safe and healthy working environment that meets or exceeds applicable standards for occupational safety and health.

II. Environmental standards

Environmental responsibility

Besides complying with a environmentally related local laws companies have to support a precautionary approach to environmental challenges, undertake initiatives to promote greater environmental responsibility and encourage the development and diffusion of environmentally friendly technologies.

Environmental performance of business operations

All stages of manufacturing have to provide optimal environmental protection. This includes proactive behavior to prevent or minimize the impact of accidents which may adversely affect the environment. Particular emphasis is given to the application and continuing development of technologies which save energy and water, and which are characterized by minimal emission controls, reuse and recycling strategies.

Environmental performance of products

All products which are manufactured within the supply chain are requested to meet the environmental standards in the respective markets and countries. This includes all applied materials and substances. Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

III. Business ethics

Antitrust behavior

All companies are committed to comply with the rules and principles of antitrust law and free competition. This includes

- no agreements with competitors which impairs competition
- no restrictions of suppliers or customers
- no abuse of market power

Anti-Corruption

The highest standards of integrity are to be expected in all business interactions. Any and all forms of corruption, bribery, extortion and embezzlement are strictly prohibited.