



Code of Conduct for Business Partners of vS Chemie GmbH

vS Chemie Code of
Conduct
Page 1 of 4

Corporate Social Responsibility

Introduction

This Code of Conduct has been drafted by the management of vS Chemie GmbH (“vS Chemie”) and binds its business partners, suppliers, service providers, and any such subcontractors as they may engage, to compliance with the principles embodied in this Code.

With this Code of Conduct the management of vS Chemie wishes to ensure that its business partners, suppliers, service providers, and any such subcontractors as they may engage see to it that ethical standards are conformed to and that a work environment conducive to integrity, respect, and fair play is created.

Compliance with the law

The rights and laws in force in the countries in which the undersigned company operates must be observed and complied with. Our business partners shall abide by the precepts of honesty and fairness and observe them in their business activities. They agree to fulfil their social responsibility in the pursuit of their entrepreneurial activities.

Communication

The undersigned company must ensure that the requirements of this Code are clearly communicated to all of its employees and are available to them in written form.

Human rights

Internationally recognised human rights must be respected and their observance supported. The employees of our cooperating partners must ensure that universal fundamental rights are observed.

Cartel law

The undersigned company respects fair competition. It therefore complies with the laws in force which protect and promote competition, in particular the applicable antitrust laws and other laws governing competition.

These rules prohibit, in particular, concerted actions or other activities against competitors that influence prices or terms, allocate customers, or improperly limit or prevent free and open competition. Also improper are concerted actions that limit the freedom of contractual partners.



Code of Conduct for Business Partners of vS Chemie GmbH

vS Chemie Code of
Conduct
Page 2 of 4

Disclosure duty and transparency

Any changes in processes or production procedures (change management) that could have an effect on the quality of the products delivered to, or services performed for vS Chemie must be reported to vS Chemie immediately and without prompting.

The undersigned company acknowledges the right of vS Chemie to important product and process information that is needed for safe and proper trade in goods and/or services and for qualified purchase decisions.

Forced labour / child labour

vS Chemie speaks out unequivocally against forced labour as defined by the International Labour Organization (ILO), which in Art. 2(1) of the **Convention concerning Forced or Compulsory Labour** defines forced labour as *all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily*.

Furthermore, vS Chemie rejects every form of child labour within the meaning of the **Minimum Age Convention (No. 138)**, which defines *child labour as, under normal circumstances, work performed by children who are less than 15 years of age*. A child is described as working when it is *economically active; i.e., when it performs on a regular basis work for which it receives remuneration or which produces results that are intended for the market*.

vS Chemie expects the undersigned company to observe the prohibition against forced labour and child labour. No persons may be employed under duress, nor may any persons subject to compulsory schooling be employed who have not yet reached the applicable minimum age for a regular occupation in the country in question. Our business partners agree also to comply with measures to eliminate the worst forms of child labour (**Convention No. 182 of the International Labour Organization**).

If tougher standards against the forms of child labour are present in the countries in which the undersigned company operates, then those standards must be observed as a matter of priority.

Integrity and anti-corruption

vS Chemie does not tolerate any form of corruption, bribery, or other granting or taking of advantage.

The undersigned company confirms that it is ensured that neither personal dependencies nor obligations towards business partners or other third parties result from the acceptance or granting of material or monetary means.

The acceptance or receipt of gifts or invitations must remain within the bounds of objectivity and proportionality. The impression must not arise that influence is to be exerted on business decisions by means of invitations or gifts.

Otherwise, vS Chemie expects that such invitations and gifts will be declined.



Code of Conduct for Business Partners of vS Chemie GmbH

vS Chemie Code of
Conduct
Page 3 of 4

It is also improper to offer or accept travel or other invitations that do not directly serve a business purpose, especially if the place of invitation has no connection with a place of business.

Non-discrimination / harassment

vS Chemie demands of its business partners that, in personnel policy decisions such as, for example, hiring and promotion, remuneration and bonuses, or termination and dismissal, all employees be judged only according to their abilities and qualifications, irrespective of their sex, origin, creed, or political opinions.

Furthermore, it is confirmed that sexual, physical and psychic harassment do not occur in the company's workplace and that employees are not subjected to acts of abuse or corporal punishment.

Remuneration

vS Chemie expects its business partners to pay their employees adequate remuneration that enables a decent livelihood in the country of employment. Wages, overtime pay and fringe benefits must be paid in an amount equal to—or, ideally, greater than—that provided by law.

Working hours

The rules applicable to working hours in the country of employment, in particular the maximum number of working hours, must be complied with. Furthermore, the statutory holidays must be observed, along with a free day within the work week.

Every employee must be granted leave as provided by law. For the sake of rest and regeneration, the company shall ensure that all employees also actually take their leave time within each year.

Occupational hygiene and safety

Pursuant to the employer's obligation to provide for the welfare of its employees, its employees must be provided with safe and healthful workplace conditions and with such protective devices as may be appropriate. Safety training must take place on a regular basis to prevent accidents and personal injury.

In this connection it must be ensured that break times are observed.

The environment

The undersigned company shall abide by the statutory provisions and standards for environmental protection.

Production processes must be continually examined according to ecological criteria with the aim of improving them in terms of environmental friendliness and sustainability. The objective is to minimise environmental impacts and constantly improve environmental protection.



Code of Conduct for Business Partners of vS Chemie GmbH

vS Chemie Code of
Conduct
Page 4 of 4

The company agrees to manage resources prudently and to sensitise its employees to the need to do so.

Trade secrets

Our business partners shall bind their employees to non-disclosure of trade and business secrets. Confidential information and documents may not be made available or disclosed to unauthorised third parties.

Contractual partners

vS Chemie calls upon its business partners to impart the principles of this Code of Conduct also to its immediate contractual partners and to further compliance with its contents in the countries in which the company operates. The undersigned company's business partners also are to follow these principles.

Contact

Indications of possible crimes, non-compliance with statutory or internal company requirements, or other grievances must be promptly communicated by our business partners to the management of vS Chemie.

E-mail addresses:

vonschnurbein@vs-chemie.de