

# Code of Conduct

## for Business Partners of the Eickhoff-Group

Integrity, social and ecological responsibility are among the core corporate values of the Eickhoff Group and form the basis for our sustainable business activities. Further essentials for our corporate actions are our commitment to the applicable laws and to general social and ethical principles, the Declaration of Human Rights, the Global Compact Initiative and the conventions of the International Labour Organisation (ILO) of the United Nations.

During the business relationship, but also beyond it, we expect our Business Partners to consider and apply the following principles, as we do ourselves:

### **1. Compliance with applicable Laws and Regulations**

Eickhoff Business Partners shall comply with all national and international laws and regulations within the scope of their business activities. This also applies to countries from which Eickhoff Business Partners support and assist.

### **2. Human Rights and Anti-Discrimination**

Eickhoff Business Partners respect and support the observance of internationally recognised human rights. They undertake to oppose discrimination in any form. Different treatment of employees on the basis of descent, origin and nationality, religion and world view, political or trade union activity, gender and sexual orientation, age, disability or illness must not take place.

### **3. Labour Standards**

#### **3.1 Prohibition of Forced Labour**

Eickhoff Business Partners shall not permit forced or compulsory labour. No employee of Eickhoff Business Partners shall be forced to work through violence and intimidation. All work and services shall be performed voluntarily by the employees. The employees are free to terminate the employment relationship in compliance with the agreed contractual terms.

### **3.2 Prohibition of Child Labour**

Eickhoff Business Partners commit themselves to the abolition of child labour. The safety and health of children must not be compromised under any circumstances. Eickhoff Business Partners do not tolerate child labour in any way in their companies and their own supply chains in accordance with the conventions of the International Labour Organisation (ILO).

Labour Organisation (ILO).

### **3.3 Respectful Association**

Eickhoff Business Partners must treat all employees equally and without prejudice. Unacceptable treatment of employees in the form of mental cruelty or sexual, psychological or verbal harassment or discrimination of any kind must not be tolerated under any circumstances.

### **3.4 Fair Compensation and Working Hours**

Eickhoff Business Partners must ensure that wages and benefits paid to their employees and subcontractors comply with the laws and minimum wages applicable in the respective country and with industry standards.

The daily and weekly working hours stipulated by the applicable laws and regulations at the production, service or assistance locations must be observed.

### **3.5 Freedom of Association**

Eickhoff Business Partners must ensure that workers can openly discuss working conditions with management without fear of discrimination. The right of workers at production or service sites to associate, join a trade union, appoint or be elected to a representative body must be respected.

## **4. Safety at Work and Health Protection**

Eickhoff Business Partners shall ensure the safety and health protection of their employees at the workplace at least within the framework of the laws and regulations applicable at the product or service locations.

Eickhoff Business Partners shall periodically review the standards achieved to date and identify safety or health risks for employees through active risk management.

Occupational safety and health protection must be continuously enhanced. The working conditions and processes must be organised in such a way that all employees can carry out their work safely and without endangering their health.

**5. Protection of the Environment**

Eickhoff Business Partners undertake to protect the environment and ensure compliance with the standards, regulations and laws for the protection of the environment applicable at the production or service locations.

Eickhoff Business Partners agree to minimise environmental pollution caused by environmentally harmful substances, waste and waste water, air pollution and improper disposal of substances and materials. Energy-efficient, environmentally friendly and resource-saving production and service processes are to be established in order to sustainably and continuously improve environmental protection. Environmentally conscious behaviour on the part of employees shall be supported and encouraged.

**6. Data Protection**

Eickhoff Business Partners are to handle the data provided by employees and business partners in a confidential and secure manner. The use of personal data, its collection, storage, processing, transmission and deletion must be carried out in accordance with the laws on data protection and in accordance information security as well as the legal provisions of the respective country and international guidelines.

**7. Integrity in Business****7.1 Conflicts of Interest and Corruption**

Eickhoff Business Partners make decisions exclusively on a factual basis and are not guided or influenced by personal interests.

Bribery and corruption are not accepted. Eickhoff Business Partners ensure the highest level of integrity in all business activities.

**7.2 Fair Competition**

Eickhoff Business Partners respect fair competition. They comply with national and international laws and observe in particular the antitrust laws which protect and promote fair competition. Any agreements with competitors and actions that hinder the free market are prohibited.

**7.3 Money Laundering**

Eickhoff Business Partners comply with all national and international laws prohibiting money laundering or illegal or unlawful financial transactions.

### 7.4 Export Business

Eickhoff Business Partners observe and comply with the statutory export controls, export and trade sanctions as well as the national and international customs regulations.

### 8. Final Provisions

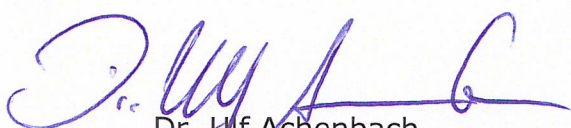
Eickhoff Business Partners are requested in this context not only to observe the principles of this Code of Conduct in their own companies but also to communicate them to their suppliers and their Business Partners and to promote and accompany compliance with the contents to the best possible extent.

Eickhoff reserves the right to check compliance with this Code of Conduct at the Eickhoff supplier's premises, either itself or through independent experts, after prior notification on first demand during regular business hours and in accordance with the applicable law.

If you have any information about violations of this Code of Conduct, please contact Eickhoff us at the following address: [compliance@eickhoff-bochum.de](mailto:compliance@eickhoff-bochum.de)

The English version of the Code of Conduct for Business Partners of the Eickhoff Group is available at: <http://www.eickhoff.de/int/en.html>

This Code of Conduct is valid for all companies of the Eickhoff Group.



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CEO Eickhoff-Group



Dr. Wolf van Lengerich  
CFO Eickhoff-Group