

**Code of Conduct for Suppliers of PLANAM Arbeitsschutz  
Vertriebs GmbH (September 2022)**

Dear Ladies and Gentlemen,

PLANAM Arbeitsschutz Vertriebs GmbH is committed to ecologically and socially responsible corporate governance. We expect the same behaviour from all our suppliers. We also expect our employees to observe the principles of ecological, social and ethical behaviour and to integrate them into our corporate culture. Furthermore, we strive to continuously optimise our entrepreneurial actions and our product range and services in terms of sustainability and ask our suppliers to contribute to this in terms of a holistic approach.

The Code of Conduct for Suppliers of PLANAM Arbeitsschutz Vertriebs GmbH is an elementary component of our sustainability strategy, which is based on the respectful treatment of employees, efficient and resource saving processes and the responsible design of our product range.

By consistently focusing our activities on these strategic areas, we create added value in social, ecological and economic terms in close cooperation with our suppliers. We see the consistent adherence to and systematic implementation of this Code of Conduct as a joint step in continuous further development.

The Code of Conduct is based on national laws and regulations such as the Supply Chain Sourcing Obligations Act (LkSG) as well as international conventions such as the United Nations (UN) Universal Declaration of Human Rights, the Guidelines on the Rights of the Child, the International Labour Standards of the International Labour Organization (ILO) and the Global Compact.

We assume that you, as our supplier, fulfil these requirements and ask you to confirm your acceptance of the Code of Conduct with the signature of an authorised signatory.

With kind regards

A handwritten signature in blue ink, appearing to read "Christian Reckord".

Christian Reckord  
Geschäftsführer

## Code of Conduct for Suppliers

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### 1. Compliance with laws and standards

Our suppliers undertake to comply with all applicable national laws and regulations, as well as conventions, norms and industry standards in the areas of human rights, labour standards, environmental protection, occupational health and safety, and integrity. In any case, those regulations that impose the stricter requirements are to be applied.

### 2. Exclusion of forced labour

No forced labour, slave labour or work of a similar nature shall be used. All work must be voluntary and without threat of punishment. Workers must be able to terminate work or employment at any time. Furthermore, there must be no unacceptable treatment of workers, such as psychological hardship, sexual and personal harassment and humiliation. The contracting or use of security guards must be refrained from if, in the course of their use, persons are treated or injured in an inhuman or degrading manner or if freedom of association is impaired.

### 3. Prohibition of child labour

Child labour must not be used at any stage of production. Our suppliers undertake to comply with the recommendation from the ILO conventions on the minimum age for the employment of children and to observe the UN regulation on the rights of children. Exploitative child labour is to be prohibited or measures against it are to be taken immediately.

### 4. Fair pay

The remuneration for regular hours and overtime must be equal to the national statutory minimum wage or the industry minimum standards, whichever is higher. The remuneration for overtime must in any case exceed the remuneration for regular hours. Insofar as the remuneration is not sufficient to cover the costs of ordinary living and to build up a minimum level of reserves, the supplier shall be obliged to increase the remuneration accordingly. The employees shall be granted all benefits prescribed by law. Wage deductions as punitive measures are not permitted. The supplier shall ensure that workers receive clear, detailed and regular written information on the composition of their remuneration.

### 5. Fair working time

Our suppliers are committed to ensuring that working hours comply with applicable laws or industry standards, whichever provides the higher level of protection. Overtime is only permitted if it is provided on a voluntary basis and is remunerated.

### 6. Freedom of association and right to collective bargaining

The right of workers to form and join organisations of their choice and to bargain collectively and to strike shall be respected. In cases where freedom of association and the right to collective bargaining are restricted by law, alternative means of independent and free association of workers for the purpose of collective bargaining shall be provided. Workers' representatives shall be protected from discrimination. Workers shall not be discriminated against on the grounds of formation, affiliation or membership of such an organisation. Workers' representatives shall be granted free access to the

workplaces of their colleagues to ensure that they can exercise their rights in a lawful and peaceful manner.

### **7. Non-discrimination**

Discrimination and unequal treatment of employees in any form is inadmissible unless it is justified by the requirements of employment. This applies, for example, to discrimination based on gender, race, national, ethnic or social origin, skin colour, disability, health status, political conviction, origin, ideology, religion, age, pregnancy or sexual orientation. The personal dignity, privacy and personal rights of each individual are respected. Our suppliers also accept and respect the right of every person to equal opportunities in all aspects of employment such as recruitment, remuneration, admission to further and advanced training, promotion, termination of employment or retirement.

### **8. Health protection, safety at work**

The supplier is responsible for a safe and healthy working environment. By setting up and applying appropriate occupational safety systems, necessary precautionary measures shall be taken against accidents and damage to health that may arise in connection with the activity. Excessive physical or mental fatigue shall be prevented by appropriate measures. In addition, employees shall be regularly informed and trained on applicable health and safety standards and measures. Employees shall be provided with access to drinking water in sufficient quantity and access to clean sanitary facilities.

### **9. Reduce consumption of raw materials and natural resources**

Our suppliers undertake to ensure that all applicable laws and regulations for the protection of the environment are observed. The use and consumption of resources during production and the generation of waste of any kind, including water and energy, shall be reduced or avoided. This is done either directly at the point of origin or through procedures and measures, for example by changing production and maintenance processes or procedures in the company, by using alternative materials, through savings, through recycling or with the help of the reuse of materials.

### **10. Managing energy consumption/efficiency**

Energy consumption shall be monitored and documented. Economic solutions must be found to improve energy efficiency and minimise energy consumption.

### **11. Fair competition**

Our suppliers undertake to comply with the standards of fair business, fair advertising and fair competition. In addition, the applicable antitrust laws must be applied, which in particular prohibit agreements and other activities that influence prices or conditions when dealing with competitors. Furthermore, these regulations prohibit agreements between customers and suppliers that are intended to restrict customer's freedom to autonomously determine their prices and other conditions when reselling.

### **12. Integrity / Bribery, Taking Advantage**

The highest standards of integrity shall be applied in all business activities. The supplier shall have a zero tolerance policy in prohibiting all forms of bribery, corruption, extortion and embezzlement. Procedures for monitoring

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and enforcing standards shall be in place to ensure compliance with anti-corruption laws.

### 13. Acknowledgement and agreement

By signing this document, our suppliers undertake to act responsibly and to comply with the principles/requirements listed. The supplier further undertakes to communicate the contents of this Code in an understandable manner to employees, agents and subcontractors and to make all necessary arrangements for the implementation of the requirements. Guidelines regarding the aforementioned requirements shall be developed and effective procedures shall be established to ensure compliance with all requirements.

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### Compliance with this Code of Conduct for Suppliers of PLANAM Arbeitsschutz Vertriebs GmbH may be part of an audit.

We hereby confirm our acceptance of the Code of Conduct for Suppliers as part of the business relationship with PLANAM Arbeitsschutz Vertriebs GmbH.

Please send this confirmation countersigned to Julia Borowski:  
j.borowski@planam.de

_____	_____	_____
place	date	company
_____	_____	_____
name (clear text)	position	signature and chop