

Principles of META E² F GmbH for responsible sourcing

1. Introduction

META E² F GmbH is committed to the principles of the Global Compact Network United Nations regarding human rights, labor standards, environmental protection and the fight against corruption. It is important to our company to live up to its role as an economic and social actor and to distinguish itself through prudent, responsible and integrity-based behavior.

This code defines the high standards that META E² F GmbH sets for itself and which META E² F GmbH also demands compliance with from its suppliers. The business relationships of META E² F GmbH are based on mutual respect and trust as well as on the principles of this code.

The basics of the code for suppliers are:

- The META E² F GmbH Code of Conduct
- The principles of the United Nations (UN) Global Compact
- The agreements of the International Labor Organization (ILO)

This code applies to all suppliers of META E² F GmbH worldwide. It is the responsibility of the suppliers of META E² F GmbH to develop their own code in order to best pass on and promote the listed principles in their own supply chain.

2. Recognition of human rights

We expect our suppliers to recognize human rights and ensure that they are not involved in human rights violations.

- a. **Prohibition of forced labor**
All employment must be voluntary and based on forms of employment that comply with national laws and procedures.
- b. **Prohibition of child labor**
The minimum employment age may not be less than the age at which compulsory schooling ends and in no case less than 14 years. Any form of exploitation and employment under working conditions that are harmful to the health of young workers is prohibited.
- c. **No discrimination**
Our suppliers must ensure that no one is discriminated against on the basis of gender, age, race, religion, social background or other criteria in employment, employment or remuneration.
- d. **No harassment**
All employees must be treated with dignity and respect, and the privacy and personal rights of each individual must be respected. All employees may not be subjected to corporal punishment, threats of violence or other forms of physical, sexual, psychological or verbal violence.

3. Appropriate working conditions

We expect our suppliers to adopt a responsible work policy and take active safety and health precautions.

a. Safe and healthy workplaces

Our suppliers must offer their employees a safe, hygienic and health-safe workplace. Regulations and procedures must be used to prevent accidents and injuries in the workplace.

b. Appropriate remuneration

Wages and salaries must at least meet the legal requirements and at least correspond to the local wage level.

c. Freedom of association and collective bargaining

The supplier is obliged to respect the rights of employees to freedom of association and collective bargaining.

4. Environmental protection

We expect our suppliers to strive to avoid adverse environmental impacts
To reduce the impact of their activities, products and services to a minimum.

a. Handling hazardous substances

When handling dangerous substances, their safe handling, movement, storage, reuse or disposal must be ensured.

b. Reducing environmental impact

Our suppliers must carry out continuous measures to reduce the use of resources and improve energy efficiency. Waste and emissions must be controlled and reduced to a minimum or transported and disposed of appropriately. The use of environmentally friendly technologies must be consistently promoted.

5. Correct business practices and integrity

a. **Compliance with the law**

Our suppliers are obliged to comply with the applicable national and international laws and regulations.

b. **Prohibition of corruption and bribery**

Our suppliers are obliged not to tolerate or engage in any form of corruption or bribery.

c. **Fair competition**

Every business activity of our suppliers must be subject to the rules of fair competition. The relevant antitrust laws and laws against unfair competition must be complied with.

d. **Intellectual property protection**

Our suppliers are obliged to respect the protection of third party intellectual property.



6. Compliance with the Code

a. Monitoring and obligation to provide evidence

Our suppliers must monitor compliance with the principles described in this code. You must provide all necessary information demonstrating compliance upon request. You must inform us about events that conflict with the principles of this code.

b. Non-fulfillment

We reserve the right to demand remedial action and, if necessary, to terminate cooperation if the Code is not met.

7. Acknowledgment and recognition

The signatory is authorized to represent the supplier and declares himself on behalf of him of the Supplier agrees and acknowledges that the Supplier adheres to and acts in accordance with the standards, principles and requirements of this Code. The Supplier shall ensure that its affiliates and its and their respective employees, managers, representatives are aware of the principles and standards of this Code, and the Supplier shall ensure that they comply with these principles and standards.

Villingen-Schwenningen, 01.08.2015

META E²F Operations GmbH & Co. KG

Signed

Dr. Hans Jürgen-Melhardt
Managing Director