

# **FLOTTWEG** **CODE OF CONDUCT** **FOR SUPPLIERS**



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# PREFACE

**We seek relationships with our suppliers that are based on partnership, competence, responsibility and esteem. We expect our suppliers to observe the values and measures described in this code of conduct.**

These include:

- Observance of all applicable laws
- Adequate behavior in case of conflicts of interest
- Responsibility for the safety and health of the employees
- Observance of ethics when dealing with employees (fair working conditions, equal rights, complying with laws protecting against child labor ...)
- Observance of all relevant national and international standards regarding environmental protection
- Further regulations described in this document

Flottweg wants its business partners to observe this code of conduct and to share its values with them. In these present supplier guidelines, the term “business partner” includes the business partners of the purchasing department as e.g. suppliers, service providers, licensors, licensees as well as further technology partners.

Head of Global Purchasing, Flottweg SE







# OUR VALUES

## Competence

Our competence is the basis for the performance of our employees and thus for our success. As specialists in separation technology, we offer our customers solid advice in all applications to achieve the best solutions.

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## Responsibility

Every employee should take responsibility for Flottweg with his or her actions. Each individual should always act as if Flottweg was his or her own company; customer orientation and cost awareness are paramount.

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## Respect

Ethically correct and fair treatment of customers, business partners and colleagues are musts for us at all times. Respect generates a climate of esteem, recognition and fairness.

# LEGAL, SOCIAL AND POLITICAL FRAMEWORK CONDITIONS



## **Proper Conduct**

It is our basic principle to do business in all of the countries where we operate in compliance with the local laws and regulations. It goes without saying that we observe national and international laws and regulations.

This means for Flottweg contractors that they know and respect the relevant regulations for their fields of responsibility. Violations of the law must be avoided without exceptions.

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## Respecting Human Rights

**The personal dignity, privacy and personal rights of each individual must be respected by the contractor at all times. The contractor must not harass, discriminate against, or disadvantage anybody because of race, skin color, nationality, descent, gender, faith or religion, sexual orientation, political view, age, physical constitution or appearance.**

Accordingly, the supplier ensures

- that he does not employ workers under the age of 15
- to refuse to employ or make anyone work against his will
- to guarantee the applicable national statutory minimum wage
- to comply with the maximum number of working hours laid down in the applicable laws







# COMPLIANCE

## **Conflicts of Interest**

Business partners are prohibited from offering Flottweg Group employees money in any amount, gifts, loans, discounts or valuables that could incite the employees to act in breach of their duties.

Gifts and invitations that fall within the scope of normal business hospitality, custom and courtesy and are therefore within the permitted range of gifts and gratuities at Flottweg are exempt. Dealing with gifts and gratuities is regulated in the Flottweg employer agreement.

Flottweg follows a zero-tolerance policy regarding the offering or acceptance of bribes, conflicts of interest and all other forms of corruption.

We also expect our business partners to prohibit, and where appropriate to sanction, all forms of corruption, bribery and other immoral conduct of this nature.



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## **Dealing with Competition**

Flottweg supports free and undistorted market competition, and is committed to fair dealings with its competitors.

In turn, Flottweg expects the same from other market participants. To avoid competition law breaches, concerted action on prices or terms or agreements on market sharing are therefore prohibited as in line with national and supranational requirements.



# DATA PROTECTION AND INFORMATION SECURITY

## Data Protection

As a business partner, you are committed to protect personal data. Personal data will only be used where necessary for specified and lawful purposes.

You as a business partner make the use of the data transparent for data subjects and delete the data immediately once the lawful purpose no longer applies.

Protecting confidentiality, availability, and integrity of information and information-processing systems is of vital importance for Flottweg.



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## Confidentiality

For all internal, confidential and protected Flottweg information, absolute confidentiality is imperative. Information from suppliers, customers, employees, advisers and other third parties that is not publicly communicated must be protected in accordance with statutory and contractual requirements.

The safeguarding of confidential information is taken very seriously at Flottweg. Flottweg also expects its business partners to comply with this fundamental principle.



# **SUSTAINABILITY, HEALTH AND ENVIRONMENT**

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01

High quality products and environment protection are essential components of our philosophy. Flottweg strives for frugal resource consumption in its own production in order to place the least possible burden on the environment. This is supplemented by the use of new technological processes and the consistent implementation of and compliance with German environmental regulations. Our quality management system meets the requirements of DIN EN ISO 9001 and our environment management system meets the requirements of DIN EN ISO 14001.

02

We expect our suppliers and service providers to actively assist us in these matters. When purchasing goods and services, besides pricing and profitability, environmental friendliness and energy efficiency of products and services also play a key role in our decision of where to buy. We reserve the right to review our suppliers' conduct in these issues through quality audits, which will be subject to agreement. The supplier commits to respecting the legal regulations concerning their conduct regarding employees, environment protection and workplace safety as well as to reducing negative impacts on humans and the environment. Besides economic aspects, the energy efficiency of the products, plants and services offered is a major factor in where we place our orders.

03

If a supplier repeatedly fails to respect legal regulations despite having been informed of them, and if they do not show us that the violation has been rectified as far as possible and that precautions have been taken in order to avoid future violations, Flottweg SE reserves the right to withdraw from or terminate existing contracts without a notice period.

04

We expect our suppliers to orient the quality of the products they deliver to us towards the respective state of the art and to notify us about potential improvements and technical modifications. Any modifications of delivery items must be approved by us in writing in advance.



# AUDITS AND MONITORING

The supplier shall allow Flottweg

- to ask for a self-assessment questionnaire provided by Flottweg or
- to get a written report on the suppliers' measures

in order to ensure compliance with this code of conduct.

Moreover, suppliers shall permit Flottweg SE and its representatives to monitor compliance with the requirements from the supplier code of conduct or to have an independent third party that is approved by both parties monitor compliance at the suppliers' production sites.

Such audits to monitor compliance with this code will be conducted at the supplier's production sites during normal business hours, with sufficient advance notice and in compliance with the applicable data protection laws. In addition, it will be ensured that the business activities of the supplier are not disrupted and that confidentiality agreements with third parties are not breached.

The supplier shall be obliged to support Flottweg during monitoring to a reasonable extent. If a violation of the rules of this code of conduct is identified, the supplier will be given a reason period of time within which to rectify their conduct.



Each business partner can, irrespective of the sanctions set out in law, expect legal consequences in the event of a breach of statutory regulations or the supplier code. This code is to be considered as a contractual obligation. Any breach of the principles or requirements set out in this supplier code shall be considered a material impairment of the contractual relationship on the part of the business partner.

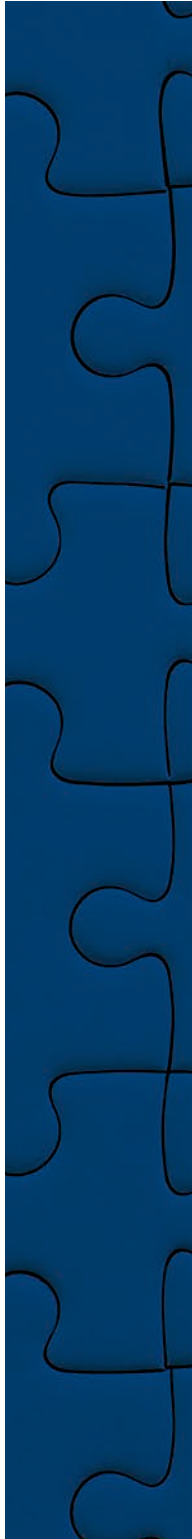
Flottweg reserves the right to demand disclosure of the relevant facts if it suspects non-compliance with the principles or requirements set out in the supplier code (for example in the event of negative media reports). Flottweg shall also be entitled to terminate some or all contracts with business partners without notice for cause if the business partners demonstrably fail to comply with the supplier code or do not work towards and implement improvement measures after having been set a reasonable period of time by Flottweg in which to do so.

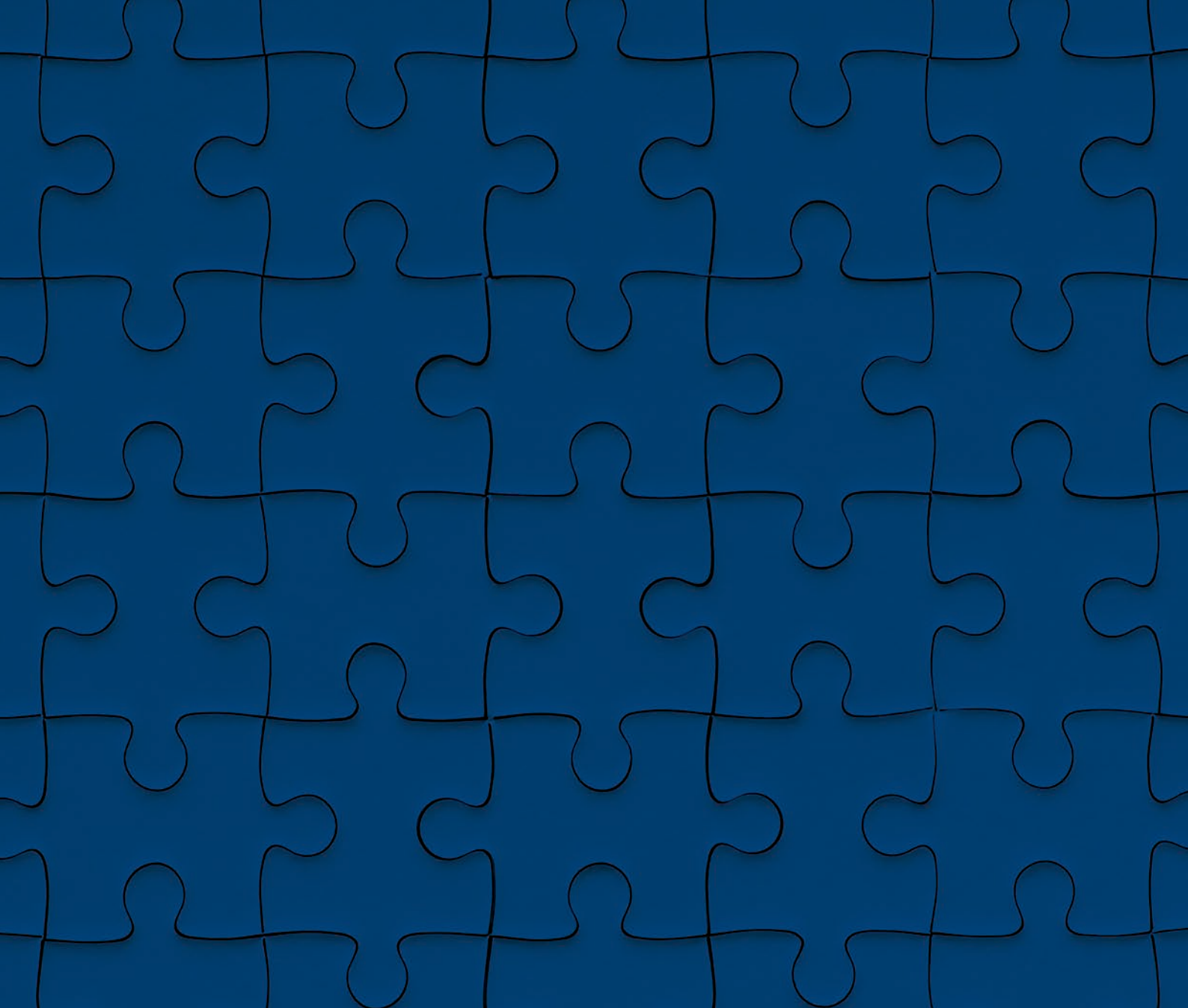
# CONSEQUENCES IN THE EVENT OF INFRINGEMENT



**SUCCESS IS ...**

**WHEN ALL  
FLOTTWEG  
BUSINESS  
PARTNERS  
RESPECT THE  
FLOTTWEG  
SUPPLIER CODE  
OF CONDUCT.**





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