

*An integral part of our values*

# Sustainability guideline for suppliers of **TOX® PRESSOTECHNIK**

# Sustainability guideline

for suppliers of TOX® PRESSOTECHNIK

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# Sustainability guideline

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## Preamble

TOX® PRESSOTECHNIK is dedicated to an ecologically and socially responsible company management. We expect the same conduct from all our suppliers. Also from our employees we expect that the conduct regarding ecological, social and ethical principles is observed and integrated into the company structure. We additionally endeavor to continuously optimize our entrepreneurial activities and products with regard to sustainability and demand from our suppliers to contribute a holistic approach.

For the future collaboration we make an agreement with our suppliers for the validity of the following regulations. This agreement is valid as a basis for all future deliveries. We request our suppliers to meet the principles and requirements of the sustainability guideline and to endeavor to request their subcontractors to adhere to the standards and regulations listed in this document.

The sustainability guideline is based on national laws and regulations as well as international agreements such as the United Nations Declaration of Human Rights, the guidelines of the United Nations regarding the rights of children and entrepreneurial activities, the guidelines of the United Nations for economy and human rights, the international work standards of the international labor organization as well as the Global Compact of the United Nations.

## Requirements for suppliers

With this sustainability guideline we request our suppliers to adhere to the principles of the ecological, social and ethical conduct as well as the local laws. This not only applies to your employees but also to your suppliers. We thus request our suppliers to pass these requirements on and ensure that they are adhered to.

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## Social responsibilities

### Exclusion of forced labor

The use of forced labor, slave labor or similar work is not permitted. All work must be voluntary and the workers must be able to terminate their job or their employment relationship at all times. In addition, no unacceptable treatment of workers such as physical hardness, sexual and personal molestation is permitted.

### Prohibition of child labor

The use of child labor is prohibited in any phase of production. The suppliers are requested to adhere to the recommendations of the ILO Conventions in the use of the minimum age for the occupation of children. Accordingly, the age should not be less than the age at which school age ends and in all cases not under the age of fifteen. If children are seen at work, the supplier is to document the measures that are to be taken to take remedial action to enable the children to attend a school. The rights of young employees are to be protected and special protective regulations are to be adhered to.

### Fair and just remuneration

The wages for regular working hours and overtime must comply with the national legal minimum wage or the usual minimum standard of the branches. The wages for overtime must in all cases be higher than the wages for regular hours. If the wages are insufficient to cover the normal costs of living and to retain a minimum amount of savings, the supplier is obligated to raise the wages accordingly. The employees are to be granted all legally prescribed benefits. The deduction of wages as punitive measures is not admissible. The supplier is to ensure that the employees receive clear, detailed and regular written information about the make-up of their wages.

### Just working period

The working periods must conform to the valid laws or the standards of the branches. Overtime is permissible only when done voluntarily and the employee is granted at least one free day after six consecutive working days. The legally prescribed and weekly working period must not be exceeded on a regular basis.

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## **Freedom to form associations**

The right of employees to form organizations of their choice, to join them and to conduct collective negotiations, is to be respected. In cases where the freedom to form associations and the right to conduct collective negotiations is legally limited, alternative options for an independent and free association of the employees for the purpose of collective negotiations is to be granted. Employee representatives are to be protected against discrimination. They are to be granted free access to the working places of their colleagues to ensure that they are able to exercise their rights in a legal and peaceable manner.

## **Prohibition of discrimination**

The discrimination of employees in any form is inadmissible. This, for example, applies to discrimination based on gender, race, caste, skin color, disabilities, political convictions, origin, religion, age, pregnancy or sexual orientation. The personal dignity, private sphere and personal rights of every individual are respected.

## **Safety at the workplace**

The supplier is responsible for a safe and healthy working environment. The setup and application of appropriate workplace safety systems cares for necessary precautionary measures against accidents and threats to health that could result in connection with the activities carried out. The employees are also regularly informed about and trained in applicable health and safety standards as well as measures.

## **Handling of conflict minerals**

For the conflict minerals of zinc, tungsten, tantalum and gold as well as for other raw material such as cobalt, TOX® PRESSOTECHNIK establishes processes in harmony with the guiding principles of the OECD (Organization for Economic Cooperation and Development) to comply with the duty of care to promote responsible supply chains for minerals from conflict and high-risk areas, and also expects the same from its suppliers. Smelting and refineries without appropriate, audited care processes are to be avoided.

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## Ecological responsibilities

### Treatment and discharge of industrial waste water

Waste water from operating sequences, production processes and sanitary systems is to be typified, to be monitored, to be checked and treated if necessary before its entry or disposal. Also measures for reducing the generation of waste water should be introduced.

### Handling emission of air

General emissions from operating processes (air and noise emissions) as well as greenhouse gas emissions are to be typified, routinely monitored, to be checked and treated if necessary before they are released. The supplier also has the task of monitoring his exhaust gas cleaning systems and is requested to find economical solutions for minimizing all emissions.

### Handling waste and dangerous substances

The supplier follows a systematic approach to determine solid waste, to handle it, to reduce it and to dispose of it responsibly or to recycle it. Chemicals or other materials that present a danger to the environment when released, are to be determined and to be handled in such a manner that safety is guaranteed during their transport, storage, usage, during recycling or reuse and during their disposal.

### Reducing the use of raw materials and natural resources

The use and consumption of resources during production and the generation of any kind of waste, including water and energy, are to be reduced or avoided. This takes place either directly on the generation site or by means of processes and measures, such as the modification of production and maintenance processes or sequences in the company, by using alternative materials, by savings, by recycling or the reuse of materials.

### The use of energy

The consumption of energy is to be monitored and documented. Economic solutions are to be found to improve the energy efficiency and minimize the consumption of energy.

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## Ethical business dealings

### Fair competition

The standards of fair business dealings, fair advertising and fair competition are to be adhered to. Also valid cartel laws are to be applied which during dealings with competitors especially forbid arrangements and other activities that have an influence on prices and other conditions. These regulations also forbid arrangements between customers and suppliers which are to restrict customers in their freedom to specify their prices and other conditions autonomously during resale.

### Confidentiality and data protection

With regard to the protection of private information the supplier is requested to do justice to the appropriate expectations of his client, suppliers, customers, consumers and employees. During recording, storage, processing, transmission and transfer of personal information, the supplier is to adhere to the data protection laws and security of information and the official regulations.

### Intellectual property

The rights of intellectual property are to be respected. The transfer of technology and know-how are to be carried out in such a way that intellectual property rights and customer information are protected.

### Integrity/bribery

The highest standards of integrity are to be the basis for all business activities. For all forms of bribery, corruption, blackmail and embezzlement the supplier is to apply a "zero-tolerance policy". Procedures for monitoring and enforcement of the standards are to be applied in order to guarantee the adherence to the anti-corruption laws.

## Implementation of requirements

With regard to supply chains we expect from our suppliers that they identify the risks within them and also take appropriate measures. If violations are suspected and to secure supply chains against increased risks, the supplier shall inform the company in time and regularly if necessary, about the identified violations and risks and the measures that have been taken.

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The supplier shall agree that audits planned by TOX® PRESSOTECHNIK to check the adherence to the sustainability guideline are carried out at the operating sites of the supplier at normal business periods by authorized persons after appropriate notification. The supplier can object to individual auditing measures if they violate obligatory data protection regulations.

If a violation of the sustainability guideline regulations has been discovered, TOX® PRESSOTECHNIK will inform the supplier in writing within a month and allow the supplier an appropriate period of grace in order to bring his conduct in line with these regulations. If no suitable measures are implemented to correct the violation, TOX® PRESSOTECHNIK can take this as a basis and reason for terminating the business relationship including all associated supply contracts.

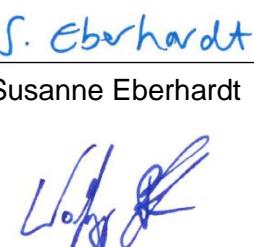
## Notice and agreement of supplier

The supplier is responsible to act responsibly in accordance with this sustainability guideline and to adhere to the listed principles/requirements. The supplier endeavors to understandably communicate the content of this sustainability guideline to his employees, representatives and sub-contractors and take all necessary measures for the implementation of the requirements.

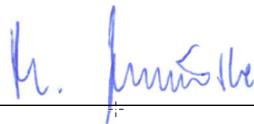
Weingarten, 16<sup>th</sup> April 2020

Management Board of TOX® PRESSOTECHNIK

  
Eugen Rapp

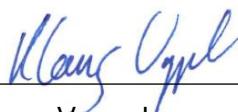
  
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Stefanie Reich

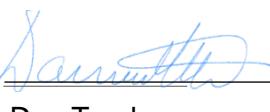
  
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