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| Document Name: | Code of Conduct for suppliers of VOSS Automotive Valves and Actuators GmbH | | |
| Document No.: | 1.2.3.1.3.1.9 | Revision: | 2 |
| Responsible: | B K | Classification: | public |
| Created: | 08.04.2021 / Stefan Rützel | Changed: | 08.12.2021 / Stefan Rützel |
| Comment: | The electronic version of this document is valid, therefore check compatibility before use. | | |

Code of Conduct for suppliers of VOSS Automotive Valves and Actuators GmbH

This Code of Conduct defines the principles and requirements of VOSS for its suppliers with respect to social and environmental responsibility. VOSS reserves the right to amend the requirements stipulated in this Code of Conduct in case of reasonable alterations in the Compliance Program. In this case, VOSS expects its suppliers to accept these alterations.

In the event of a violation of the regulations stipulated herein, VOSS reserves the right to terminate the agreement between the parties without notice.

The supplier:

Company:

Address:

Postal Code/City:

hereby declares:

- **Legal compliance**
 - to comply with the laws of the respective applicable legal system(s)

- **Corruption and bribery ban**
 - not to tolerate any kind of corruption or bribery nor to be involved in such in any way, including any illegal payment offers or similar benefits to government officials in order to influence a decision

- **Respecting fundamental rights of employees**
 - to promote equal opportunities and equal treatment of its staff irrespective of color, race, nationality or social background, disability, sexual orientation, political or religious conviction as well as gender or age;
 - to respect the personal dignity, privacy and personal rights of each individual;
 - not to employ anybody against his/her will nor to compel anybody to work;
 - not to tolerate any unacceptable treatment of employees, such as psychological duress, sexual and personal harassment or discrimination;
 - not to tolerate any behavior (including gestures, language and physical contact) that is of a sexually harassing, threatening, abusive or exploitative nature.
 - to ensure appropriate payment and to guarantee the statutory national minimum wage;
 - to comply with the statutory working hours of the respective country;
 - insofar as legally admissible, to accept the freedom of association of the employees and to neither favor nor discriminate members of worker's organizations or trade unions.

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- **Child labor ban**
 - not to employ workers who have not reached the minimum age of 15 years. In countries which are covered by the exception for developing countries as per **ILO Convention 138**, the minimum age may be reduced to 14 years.

- **Employees' occupational safety and health**
 - to be responsible for the occupational safety and health of its employees;
 - to reduce risks and ensure optimum preventive measures against accidents and occupational diseases;
 - to offer training and ensure that all employees have comprehensive knowledge regarding occupational safety;
 - to develop or deploy a work safety management system pursuant to OHSAS 18001 or similar.

- **Environmental protection**
 - to comply with the statutory and international standards for environmental protection;
 - to minimize environmental pollution and to continuously improve environmental protection;
 - to develop or deploy an environmental management system pursuant to ISO 14001 or similar.

- **Supply chain**
 - to optimally promote its suppliers' compliance with the contents of the Code of Conduct;
 - to comply with the principles of non-discrimination when selecting or dealing with suppliers.

As a supplier to VOSS we hereby accept this Code of Conduct as binding for our business relationship.

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Location, Date

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printed letters, position & signature