

Code of Conduct for Business Partners of Manz AG

I. Objective of this guideline

For Manz AG, sustainability is a long-term strategic success factor, which we also require for the cooperation with our business partners.

Our Code of Conduct for Business Partners of Manz AG (hereinafter referred to Guideline) formulates minimum standards regarding Corporate Social Responsibility (CSR) and defines therefore minimum requirements for our business partners. We expect our business partners to ensure that their business partners also comply with the principles and requirements set out in this guideline. Our business partners are required to pass the principles and requirements contained in this guideline to all of their business partners and in particular to those involved in their supply chain and to actively promote the compliance with the principles and requirements.

Furthermore, all business activities within the supply chain must comply with the local laws and regulations. If laws and regulations, international laws and regulations, industry standards and this guideline deal with the same topic, the stricter regulations shall apply.

The objective of this Guideline is to establish a common standard, awareness, and commitment to responsible business operations.

II. CSR requirements for suppliers of Manz AG

1. Human rights and working conditions

1.1 Human rights

Manz AG respects and promotes the protection of human rights in accordance with the United Nations International Bill of Human Rights. Manz AG places particular emphasis on strengthening the rights of women and girls. Guaranteeing the rights and interests of minorities and indigenous peoples is also part of our commitment to human rights. We recognize that the respecting the human rights of the individuals interacting with and/or acting on behalf of our company makes our company a good corporate citizen.

We request our business partners to implement and comply with the comprehensive human rights standards as set out in this Guideline.

1.2 Avoidance of child labor; minimum age of young workers

Child labor must not be used at any stage of production. We require our business partners to comply with the recommendations from the International Labor Organization (ILO) conventions in particular regarding the minimum age for the employment or use of children. This minimum age should not be less than the age at which compulsory education ends and in any case not less than 15 years. The minimum age for hazardous work is 18 years.

1.3 Free choice of employment; prohibition of slavery

Slavery, servitude and work performed under duress as well as human trafficking are inadmissible. Employees must have the freedom to terminate the employment relationship with reasonable notice. Employees must not be required to hand over their identity card, passport or work permit as a precondition for employment.

1.4 Wages, benefits and working hours

Compensation and benefits must comply with the basic principles on minimum wages, overtime and legally required social benefits. Working hours must at least comply with applicable laws, industry standards or relevant ILO conventions, whichever is more stringent. Overtime should generally only be required to be worked voluntarily. Employees must be granted at least one day off after six consecutive working days. The wage and salary structure of our business partners should be based on collectively agreed standards.

1.5 Freedom of association and collective bargaining

The rights to freedom of association and collective bargaining are an essential means of achieving good working conditions. Respecting them represents an international labor standard that must also be upheld by Manz AG's business partners. Within the company, freedom of association includes the right for employees to peacefully join together for common, work-related purposes. In exercising this right, our business partners shall enable their employees to form, join, and actively participate in trade unions, for example, in order to conclude a collective agreement on wages and working conditions through collective bargaining.

1.6 Land, forest and water rights and eviction

In the acquisition, construction, or other use of land, forests, and waters, the use of which provides a person's livelihood, unlawful eviction or wrongful taking shall not be tolerated.

1.7 Use of private or public security forces

When private or public security forces are deployed to protect operations, it must be ensured that those affected are protected from extensive violence, torture and violations of the freedom of association and freedom of organization. Respect for internationally recognized human rights by the security forces must be guaranteed.

2. Occupational health, safety and security

In their function as employers, business partners of Manz AG ensure occupational safety and health protection in the workplace for their employees at least within the framework of national regulations and support continuous further development to improve the working environment.

3. Business ethics

3.1 Anti-corruption, anti-money laundering

The highest level of integrity is expected in all business activities and relationships. Any form of corruption, bribery, extortion, and embezzlement is strictly prohibited.

Manz AG's business partners must take the necessary measures to prevent money laundering within their sphere of influence.

3.2 Prohibition of discrimination and harassment, equal opportunities

We expect our business partners to promote diversity, equal opportunities and equal treatment. This also includes supporting integration and inclusion.

Manz AG's business partners must prevent discrimination as well as harassment of persons within their sphere of influence without exception. Employees may not be discriminated on the basis of gender, age, skin color, culture, ethnic origin, sexual identity, disability, religious affiliation or worldview, or other personal characteristics.

3.3 Data protection, data security and confidentiality

Personal data of current or former employees, business partners as well as other data subjects must be treated by Manz AG's business partners in strict confidence and with the greatest care. When processing personal data (e.g., address, names, addresses, telephone numbers, date of birth, etc.), compliance with applicable laws and regulations must always be ensured. The IT systems used in day-to-day business are shielded by suitable security systems to ensure the protection of personal data and intellectual property at all times in the best possible way. Our business partners require all their employees to protect the IT systems available to them against internal and external misuse. In addition, existing information, reporting and disclosure obligations to supervisory authorities and data subjects are complied with.

The business partner undertakes to inform Manz AG immediately about any security-relevant event via it-support@manz.com. This includes without being limited to events that have an impact on the confidentiality of Confidential Information, the loss or alteration of data or the integrity of data, or the suspected misuse of Confidential Information. The reporting obligation also includes, in particular, significant security-relevant events such as cybercrime attacks.

3.4 Financial responsibility and disclosure of information

We require our business partner to maintain accurate accounting and records. Accounting shall be performed in accordance with legal requirements and comply with generally accepted accounting principles. Information shall be provided transparently, accurately, on an ongoing basis and in a timely manner, and communicated in accordance with applicable laws and other policies.

3.5 Fair competition and antitrust law

The avoidance of unfair competitive practices, compliance with antitrust law, and other laws relevant to competition are principles of our business partners and correspond to their corporate policy. Manz AG's business partners are committed to fair competition in all business relationships. They ensure that no agreements on prices restricting competition are made with market competitors, customers, and suppliers. They shall comply with applicable law, in particular in the context of invitations to tender. Decisions are made without exchanging sensitive information with competitors.

3.6 Conflicts of interest

Our personal relationships and private interests have no influence on our corporate decision-making in day-to-day business. For this reason, we avoid any interactions with our suppliers and business partners that may conflict or potentially conflict with our obligations. This may be particularly the case if there are financial, personal or family relationships with a supplier, customer or business partner. Every employee at our company must disclose a potential conflict of interest to management. Manz AG's business partners always encourage their employees to disclose potential conflicts of interest in order to avoid them.

3.7 Safety & Quality

All products and services of our business partners must meet the contractually specified quality and safety criteria upon delivery and be safe to use for their intended purpose.

3.8 Intellectual property protection and plagiarism

Our business partners respect the protection of intellectual property of third parties to the full extent of the law. Plagiarized products may neither be circulated nor acquired.

3.9 Export controls and economic sanctions

Manz AG's business partners operate in compliance with the criteria for export controls and in observance of existing economic sanctions in order to ensure secure trade.

3.10 Whistleblowing and protection against retaliation

We expect our business partners to introduce measures to protect whistleblowers. The aim is to enable all employees of our business partners to report irregularities in their working environment without having to fear unjustified disadvantages as a result.

4. Environment

4.1 Environmental responsibility

Our business partners must act in accordance with the precautionary principle with regard to the environment, take initiatives to promote greater environmental responsibility, and encourage the development and dissemination of environmentally friendly technologies.

4.2 Environmentally friendly production, waste prevention and recycling

Optimum environmental protection must be ensured in all phases of production. This includes a proactive approach to avoid or minimize the consequences of accidents that may have a negative impact on the environment. Particular importance is attached to the application and further development of energy- and water-saving technologies characterized by the use of emission reduction, reuse and recycling strategies. Any emission (water, air, noise, greenhouse gas) is to be reduced in accordance to the state of the art to a minimum.

The general amount of waste shall be reduced to a minimum, reuse shall be promoted and maximum use of recycled products shall be ensured.

4.3 Environmentally friendly products; hazardous materials management

All products manufactured along the supply chain must meet the environmental protection standards of their respective market segment. This includes all materials and substances used in production. Chemicals and other substances that pose a risk to people and the environment if released into the environment must be identified. Their use must be avoided. Hazardous substance management must be established for them so that they can be safely handled, transported, stored, recycled or reused, and disposed of through appropriate procedures.

4.4 Energy consumption and greenhouse gas emissions

All parties along the supply chain should set themselves the goal of reducing energy consumption, especially by increasing energy efficiency, within their sphere of influence and thus conserving the climate and valuable resources.

Greenhouse gases emitted during production and delivery should be reduced as far as possible. Where required by legal or contractual provisions, our business partners are obliged to report on direct and indirect greenhouse gas emissions.

4.5 Improve water quality, air quality and soil quality.

Our business partners shall comply with all applicable national and international environmental regulations and align their production and services accordingly. We expect our business partners to reduce impairments to water, air and soil quality to the absolute minimum and to promote good water, air and soil quality as far as possible.

4.6 Responsible raw material management

Manz AG's business partners support activities that ensure responsible procurement of raw materials. The procurement and use of raw materials that have been obtained illegally or through ethically reprehensible or unreasonable measures shall be excluded. The use of raw materials such as conflict minerals that are affected by embargoes or other import restrictions shall be excluded. Business partners are therefore required to identify these raw materials in manufactured products in the supply chain and to disclose the origin and sources of the raw materials they use. The use of renewable resources shall be preferred as far as possible.

4.7 Decarbonization

Our business partners should support the "European Green Deal" (climate-neutral Europe by 2050) to the best of their ability, prioritize the use of low-carbon energy (renewables) and minimize the use of fossil fuels.

4.8 Biodiversity, animal welfare, land use and deforestation

Manz AG's business partners are committed to preserving our biodiversity and to animal protection. Land use in potential construction projects must be optimized; in particular, a deforestation-free supply chain must be ensured so that the production of agricultural raw materials does not affect the forest ecosystems in a defined area, either in terms of their total area or their condition.

5. Management systems

The business partner shall implement management systems that ensure compliance with the principles listed here and certify them according to recognized standards. Manz AG prefer suppliers who actively operate a quality management system according to ISO 9001 and environmental management system according to ISO 14001 or EMAS.

6. Supplier relationship

6.1 Passing on of requirements to subcontractors

We expect our business partners to define and implement all the principles and requirements described here as similar standards for themselves. They shall communicate these to their own Tier 1 suppliers, sub-suppliers and subcontractors and also demand compliance with these standards when selecting their business partners. Suppliers shall encourage their subcontractors and suppliers to comply with the standards described herein in the course of fulfilling their contractual obligations.

6.2 Monitoring and obligation to provide evidence

Upon request, business partners must provide Manz AG with all necessary information for an initial assessment correctly and comprehensively as part of a self-assessment. Manz AG provides a self-disclosure sheet for this purpose.

Our business partners shall also provide any further information to demonstrate compliance with the guideline. We reserve the right to review the implementation of the principles of the guideline. The business partner shall inform Manz AG of any events that conflict with the principles of the guideline.

6.3 Information, communication and supplier training

This guideline must be posted in the local language at our business partners' facilities or otherwise made available to our business partners' employees.

Manz AG's suppliers may request supplier training on the principles set forth in this guideline.

The following options (communication channels) are available to business partners to contact Manz AG with questions or comments regarding the CSR and sustainability requirements for business partners: sustainability@manz.com.

This Guideline is available at our corporate website www.manz.com.

6.4 Part of the general terms and conditions

This Guideline is part of the General Terms and Conditions.

The Business Partner acknowledges that compliance with the Guideline is an essential prerequisite for Manz AG's business relationship. Should the Business Partner violate this Guideline, the Business Partner shall, upon Manz AG's request, immediately clarify the facts and initiate appropriate countermeasures. If this is not done, or if the countermeasures fail, appear unsuitable, or the violation is so serious that a continuation of the business relationship becomes unreasonable for Manz AG, Manz AG reserves the right to immediately terminate any and all contracts with the Business Partner for cause or to withdraw any affected contract. Further rights of Manz AG shall remain unaffected. Manz AG reserves the right to adjust the Guideline from time to time.

October 18th, 2023