

**Preamble**

This Code of Conduct defines the requirements Wörwag places on its suppliers and their sub-suppliers regarding their responsibility for people and the environment. Wörwag reserves the right to make appropriate adjustments to the requirements contained in this Code of Conduct. In this event Wörwag expects that its suppliers accept such changes. Every violation of the requirements that are named as follows will be regarded as material impairment to the contractual relationship on the part of the supplier. In the event of suspicion of non-compliance with the requirements described in the Code of Conduct (e.g. negative reports in the media), Wörwag reserves the right to request information about the circumstances in question. Wörwag is furthermore entitled to terminate extraordinarily without notice individual or all contractual relations with suppliers which verifiably do not satisfy the Code of Conduct or which do not strive for and implement measures for improvement, after Wörwag has set for them an appropriate deadline in this regard.

**1. Adherence to the law**

The laws of the respectively applicable legal system(s) are to be adhered to, and human rights are to be respected in particular.

**2. Fair competition**

The supplier's business policies are expected to promote fair competition. Competition is based on the principle of merit and may only be handled in an objective and sincere way. The supplier complies with the respectively applicable competition regulations and cartel laws.

**3. Ban on corruption and bribery**

Corruption in the form of misuse of a position of trust through susceptibility to bribery, taking advantage, granting advantage and through bribery, in which decision-makers are offered, promised or granted an advantage, is to be refrained from in every kind of business conduct. All business partners are to be treated fairly. Decision-making processes may only utilize objective considerations. Reliability, quality and competitive prices are the basis of supplier relations. The supplier doesn't tolerate any form of corruption or openness to bribery in any way whatsoever, including every kind of unlawful offers of payment or similar gratuity to employees of other companies, business partners or government officials, for the purpose of influencing the decision-making process.

**4. Respect for the basic rights of employees**

The supplier promotes equal opportunity and equal treatment of its employees, regardless of skin color, race, nationality, social origin, possible handicaps, sexual orientation, political or religious convictions, gender or age. The personal dignity, private sphere and personal rights of each individual person are to be respected. Nobody may be employed against their will or forced to work. Commensurate compensation is to be ensured and the legally sanctioned national minimum wage must be guaranteed. The legally-specified maximum work time in the respective country is to be complied with. The freedom of association of the employees, insofar as it is legally permissible, is to be respected and members of employee organizations or unions are to be neither given preference nor disadvantaged.

**5. Ban on child labor**

The supplier is responsible for the protection of employees in their work environment, and particularly obliged not to hire any persons who cannot demonstrate that they have reached a minimum age of 15 years old, and obliged not to use any conflict resources. In countries which fall under the exception for developing countries in ILO convention 138, the minimum age may be reduced to 14 years old.

**6. Health and safety of employees**

The supplier is obliged to comply with all safety regulations, regardless whether they were put in place inter alia by law, the authorities, manufacturers, or by companies. The supplier must assume responsibility for the health and safety of its employees, and must reduce risks, and provide the best possible precautionary measures against accidents and occupational illnesses. Hazards that are recognized and/or considered possible, which could potentially lead to a burden on persons or the environment, are to be reported to the responsible offices in the company.

An adequate system of work safety management must be formed and applied.

**7. Environmental protection**

Environmental protection is to be observed with regard to legal and international standards, damage to the environment is to be minimized, and environmental protection measures are to be formed into an appropriate environmental management system and applied on an ongoing basis.

**8. Conflicts of interest – private activities**

The supplier must point out to its employees that they are to avoid any situation in which private and financial interests conflict with the interests of the company, and work towards achieving this state of affairs.

**9. Establishment of an office whose job it is to deal with reports**

The supplier is to set up an office that treats reported information and the reporting person confidentially, so that they experience no disadvantage on account of their inquiry.

**10. Supply chain**

The supplier is to adequately promote compliance with the content of the Code of Conduct at its sub-suppliers. The principles of non-discrimination in the choice of supplier and in the treatment of its sub-suppliers are to be complied with.

**11. Protection of trade secrets**

Trade and operation secrets of Wörwag are to be treated confidentially; this applies likewise to information which is of interest to business partners or customers. Passing on information to third parties is not permitted.

**12. Declaration of the supplier**

The supplier herewith declares their intention to comply with the principles and demands at hand in this Code of Conduct, in addition to the obligations arising from supply agreements.

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City, date

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Signature

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Name (block letters), office, company stamp

This document must be signed by a properly-authorized representative of the supplier and returned to Wörwag within 20 days following receipt.