



lessmüller
LASERTECHNIK

Code of Conduct for Suppliers

1. General

As part of our commitment to uphold the values defined in the Lessmüller Lasertechnik GmbH (hereinafter referred to as LLT) Ethics Policy, we expect our suppliers to base their conduct on comparable standards. Our expectations are formulated in this Supplier Code of Conduct, which you as a supplier agree to comply with.

2. Scope of Application

This Code of Conduct applies to all suppliers of LLT, its parent companies and subsidiaries, as well as to downstream suppliers and contractors.

3. Human Rights

The supplier undertakes to respect internationally recognized human rights and to comply with the principles and conventions set out below.

4. Forced Labor

We reject any form of forced labor. In accordance with ILO Conventions 29 and 105, the supplier undertakes not to make use of or benefit from forced or compulsory labor or any other form of slavery or human trafficking under any circumstances.

5. Child labor

We condemn any form of exploitation of children. Our suppliers undertake not to employ children who have not yet reached the minimum age specified below. Every child must be protected from economic exploitation and from having to perform work that is considered dangerous, has a negative impact on the child's education or impairs the child's healthy development.

According to ILO Convention 138, the minimum age for admission to employment or work is 15 years; in the countries mentioned in Article 2.4 of the Convention, it is 14 years. The minimum age for hazardous work is 18 in all countries.

6. Fair and equal treatment

We reject any form of injustice and discrimination. In accordance with ILO Convention 111, the supplier must prevent any form of discrimination in the workplace. He undertakes not to tolerate any physical, psychological, sexual or verbal abuse.

7. Right of Association | Right to Tariff negotiations

In accordance with ILO Conventions 87 and 98, the supplier must grant its employees the right to form or join trade unions and the right to bargain collectively in accordance with applicable laws and regulations.

8. Working hours and spare time

Working hours must meet the requirements of all applicable laws. Overtime may only be worked voluntarily and must be compensated at a higher rate in accordance with mandatory applicable laws. Employees must be granted a rest period in accordance with the locally mandatory applicable legal provisions.

9. Wages and benefits

Wages, benefits and overtime compensation shall at a minimum meet or exceed the requirements of national law and agreements. The supplier shall provide legally required benefits such as continued payment on holidays, paid annual leave, sick leave and parental leave. Disciplinary measures in the form of salary deductions are not permitted.

10. Health and Safety

Supplier shall comply with the requirements of all applicable occupational health and safety laws and shall prevent work-related injuries and illnesses in accordance with ILO Convention 120 and international occupational health and safety guidelines.

11. Environmental protection

The Supplier shall comply with all requirements of applicable laws for the protection of the environment and minimize the environmental impact of its business activities. This relates in particular to the following areas:

Greenhouse gas emissions reporting, Energy efficiency, Renewable energy, Decarbonization, Water quality, consumption and management, Air quality, Responsible chemical management, Sustainable resource management, Waste prevention, Reuse and recycling, Animal welfare, Biodiversity, Land use and deforestation, Soil quality, Noise emissions.

12. Material Compliance and Conflict Materials

The supplier shall ensure that goods and materials supplied to LLT have not been obtained in an illegal or unethical manner.

The supplier shall ensure that in the case of LLT orders for conflict materials (tantalum, tin, tungsten, gold), these are not sourced from the Democratic Republic of Congo (DRC) or the neighboring states.

13. Conflicts of interest

The supplier shall ensure to avoid situations in which its interests (could) conflict with LLT's business interests.

The supplier shall inform LLT immediately if a conflict of interest becomes known. This also applies to LLT employees who have a financial interest in the supplier's business or are otherwise related to the supplier.

14. Compliance with the law

Any form of corruption, bribery and unfair business practice is strictly prohibited. The supplier shall comply with all applicable legal requirements.

15. Corruption, extortion and bribery

The supplier has a zero tolerance policy towards all forms of corruption, extortion and bribery. Corruption or bribery is not tolerable in any form. Gifts, invitations or gratuities may only be accepted to a limited extent, and may under no circumstances lead to a conflict of interest for the employee receiving them. Explicitly, neither bribes nor other payments in violation of the law may be offered, made or accepted. If in doubt, refuse gifts and invitations and consult with management.

16. Data protection

All applicable data protection and privacy laws must be strictly observed. In particular, attention must be paid to the information security of personal data. Under no circumstances may this data be disclosed to third parties, and it must be stored in a securely protected manner. This applies both to electronic data storage and to data in paper form.

17. Financial responsibility and disclosure of information

Financial reporting is in accordance with applicable law and recognized standards. Information is collected consistently, transparently and accurately in accordance with applicable law.

18. Fair competition and antitrust law

No prices may be agreed with competitors. A relationship of trust and fair dealing is maintained with customers and suppliers.

All statutory provisions on competition and antitrust law are observed without restriction.

19. Plagiarism / Intellectual Property

Any intellectual property of Lessmüller Lasertechnik must be treated confidentially and secured against unauthorized access. No plagiarisms of Lessmüller Lasertechnik products may be acquired or circulated. Any plagiarism found must be reported immediately. Intellectual property of third parties must always be protected.

20. Export Controls and Economic Sanctions

The Supplier shall control all imports for compliance with applicable regulations for import and export, on customs regulations and sanctions.

21. Whistleblowing and protection against retaliation

Every employee has the freedom, right and duty to report misconduct and violations of company ethics and applicable laws. This expressly includes suspected misconduct. The employee may not suffer any disadvantage as a result of this in any way. Retaliation may neither be threatened nor carried out. When reporting misconduct, the identity of the reporter will be preserved.

22. Occupational safety

The supplier has its own management system to ensure occupational safety throughout the company, which is reviewed on an ongoing basis.

23. Consent

The supplier agrees to the present Code of Conduct without any changes or exceptions. It is the supplier's responsibility to ensure the implementation of the Code of Conduct. The supplier shall inform employees and subordinate suppliers of the requirements of this Code of Conduct. The supplier shall report suspected violations of this Code of Conduct and applicable laws to info@lessmueller.de.

Supplier: _____

Place, date: _____

Signature: _____

Munich, March 2023
Lessmüller Lasertechnik GmbH