

## Supplier Guidelines

Ensuring the principles of sustainable development in our supply chain is important to us. We want to partner with our suppliers to further develop their sustainability performance in our supply chain. We expect our suppliers to fully comply with all applicable laws and to adhere to internationally recognized human rights as well as environmental, social and corporate governance standards ("ESG Standards") as in particular laid down in international conventions. We also expect our suppliers to implement these standards with their suppliers and subcontractors. We particularly expect you as our supplier to support, embrace and enact the following ESG Standards, which are based on the ten principles of the United Nations Global Compact initiative, the United Nations Guiding Principles on Business and Human Rights, the International Labor Organization, Declaration on Fundamental Principles and Rights at Work.

### Environment

- You comply with all applicable environmental, occupational health and safety regulations and international conventions on environmental standards.
- You promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- You ensure that product quality and safety meet the applicable requirements.
- You protect your employees' and neighbors' life and health, as well as the general public at large against hazards inherent in your processes and products.
- You use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water and soil.
- You minimize your negative impact on biodiversity, climate change and water scarcity to protect the livelihood of people.
- You prohibit unlawful eviction and unlawful taking of land, forests and waters.
- You guarantee that your products do not contain any persistent organic pollutants (POPs) or conflict minerals (such as tantalum, tin, tungsten or gold (3TG), see Section 1502(e)(4) of the "Dodd-Frank Wall Street Reform and Consumer Protection Act" defined). If the products contain conflict minerals, the Supplier is obliged to inform us immediately and provide evidence of the origin of the conflict minerals.

### Social

- You ensure that you protect internationally proclaimed human rights in your operations and for your employees, and do not directly or indirectly use forced labor (including, but not limited to, modern slavery and human trafficking) and child labor of any kind, or inputs produced using such labor.
- You uphold the freedom of association and the right to collective bargaining in accordance with applicable laws.
- You treat your employees with respect, promote an inclusive work environment and prohibit discrimination, unequal treatment, harassment, abuse or inhumane treatment against anyone, for example on the grounds of an individual's ethnic descent or national origin, race or color, religion or ideology, gender, sexual orientation, gender identity and/or expression, age, physical or mental disability, political or union affiliation, citizenship, maternity, marital

status, or any other characteristic protected by applicable law. You support these aspects also in the selection of your suppliers and subcontractors.

- You enable your employees and other stakeholders to report concerns or potentially unlawful practices at the workplace.
- You comply with minimum wages and working hours in accordance with local laws, and ensure compensation of a living wage according to local living conditions.
- You ensure that all security forces for the protection of the enterprise's project comply with applicable laws.
- You ensure that you do not supply products that contain conflict minerals which directly or indirectly finance or benefit armed groups and cause human rights abuses as outlined in Annex II of the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict Affected and High-Risk Countries (OECD DDG). We expect you to fulfill your due diligence on mineral supply chains according to the recommendations outlined in the OECD DDG.

## Governance

- You abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- You consider business integrity as the basis of business relationships.
- You prohibit all types of bribery, corruption and money laundering.
- You forbid gifts to private persons or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- You respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.

## Procure to Pay Requirements

An approved purchase order from Kettinger Vliesvertrieb needs to be placed as a base for the following steps. No production or delivery can be initiated without an order.

All invoices or credit notes (including third party freight shipments) must have a valid purchase order or transaction number of Kettinger Vliesvertrieb in order to be processed.

All invoices should be sent to [rechnungseingang@kettinger.de](mailto:rechnungseingang@kettinger.de).

The format of an invoice or credit note needs to be identical to the purchase order in terms of line items, quantities, and prices. Totals, as well as taxes, are calculated by our system automatically. Please review all information and reach out to your contact person to avoid discrepancies.

Orders are subject to the General Terms and Conditions attached to our orders from Kettinger Vliesvertrieb and available at

[http://www.kettinger.de/nicht\\_im\\_menue\\_angezeigte\\_elemente/agbs/](http://www.kettinger.de/nicht_im_menue_angezeigte_elemente/agbs/)