



# BIA CODE OF CONDUCT



## ISSUE

### ETHICAL / MORAL COMMITMENT AND INTEGRITY

Corruption, trade control, money laundering

Fair competition

Handling of personal data, protection of confidential information and intellectual property

Safeguarding consumer interests

### ECOLOGICAL RESPONSIBILITY AND COMMITMENT

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Diversity and inclusion, prohibition of discrimination

Health and safety in the workplace



BIA sees itself as part of an internationally integrated economy and, as a company, is part of the countries and their societies in which it operates. BIA follows the basic understanding of the “honorable businessman” and acknowledges its responsibility as a company.

- BIA monitors the direct and indirect effects of its business activities on the environment and society and endeavors to achieve an appropriate balance between economic, ecological and social interests.
- BIA acts in accordance with generally accepted values and principles, complies with the law and, in particular, observes internationally recognized human rights and labor standards as set out below.
- BIA stands for the objectives and contents of the Code of Conduct and will make all appropriate and reasonable efforts within the scope of its respective legal and actual possibilities to continuously comply

with the voluntary commitment at all its company locations in Germany and abroad.

If existing national regulations contradict the contents of the Code of Conduct or if the national context makes it impossible to comply with them without restriction, BIA will look for ways to comply with the requirements of the Code of Conduct as far as possible.

A handwritten signature in black ink, appearing to read 'J. Püttbach'.

**JÖRG PÜTTBACH**

Inhaber BIA Kunststoff- und Galvanotechnik GmbH & Co. KG



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## ETHICAL / MORAL COMMITMENT AND INTEGRITY

BIA pursues exclusively legal business objectives and practices and maintains business relationships only with reputable partners.

BIA behaves fairly and respectfully towards business partners and customers. BIA respects different legal, economic, social and cultural backgrounds and the special circumstances of the countries and regions in which BIA operates. BIA respects the law and the laws of the countries and regions in which business activities take place. BIA always bases its business activities on generally accepted ethical values and principles, including integrity and respect for human dignity. BIA builds on free and fair world trade.

### Corruption, trade control, money laundering

BIA rejects all forms of bribery and corruption. To this end, we avoid any appearance of this - be it in the form of granting or accepting unfair advantages. BIA acts in accordance with the applicable import and export control regulations and complies with the legal requirements for the prevention of money laundering.

## Fair competition

BIA is committed to free and fair competition. BIA does not tolerate any anti-competitive agreements and ensures that the company acts in accordance with the applicable antitrust laws. BIA rejects competitive advantages through unfair business practices.

### Handling of personal data, protection of confidential information and intellectual property

BIA respects the personal rights of its employees, business partners and customers and complies with the applicable legal and regulatory requirements for the processing of personal data and information security when handling personal information.

BIA protects entrusted trade secrets and other confidential information of its business partners and customers from unauthorized acquisition, use and disclosure, at least in accordance with the relevant legal provisions for the protection of trade secrets.

BIA respects the intellectual property of its business partners, customers and other third parties and ensures that sufficient precautions are taken to protect intellectual property rights when exchanging know-how and technologies.

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## Safeguarding consumer interests

Where BIA's products and services affect the interests of consumers, suitable measures are taken to ensure the safety and quality of the products or services. BIA ensures that the products or services comply with the relevant statutory consumer protection provisions. In the context of information and sales measures, BIA takes consumer interests into account by applying the legal requirements for fair business, marketing and advertising practices and consumer education.

## ECOLOGICAL RESPONSIBILITY AND COMMITMENT

The protection and preservation of the natural foundations of life concerns and obliges us all. With this in mind, BIA conducts its business activities in an ecologically responsible manner and is committed to the goal of a climate-neutral future.

## Protecting the environment and climate

BIA assumes its environmental responsibility by applying the applicable legal requirements and recognized standards for the protection of the environment and climate. BIA works to continuously reduce the negative impact of its business activities on the environment and climate. BIA applies applicable law and takes appropriate measures that are based on legal and internationally recognized standards and cover the following topics, among others

- Proper/professional and responsible handling of hazardous substances, chemicals and waste, including their disposal
- Measures to reduce or avoid waste
- Minimizing emissions from operational processes (e.g. waste water, exhaust air, noise, greenhouse gases)
- Conserving natural resources, for example by taking measures to save water, chemicals and other raw materials and promoting the circular economy
- Use of climate and environmentally friendly technologies, processes, raw materials and products
- Measures to increase energy efficiency and the share of renewable energies in energy consumption at company locations.

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## Animal and species protection

BIA observes the principles for the protection of animals and biodiversity and aligns its business activities accordingly. The Washington Convention on International Trade in Endangered Species of Wild Fauna and Flora is the guiding principle here.

## HUMAN RIGHTS AND LABOR STANDARDS

Human dignity is inviolable. BIA therefore respects the internationally recognized human rights set out in the United Nations Universal Declaration of Human Rights. BIA is guided by the internationally recognized labor standards of the International Labor Organization (ILO), as listed below in the Code of Conduct.

In all its business activities, BIA endeavors to neither cause nor contribute to human rights violations. BIA expects the same from its business partners. Where necessary and possible, BIA supports its suppliers in this respect.

## Employment relationships

BIA treats its employees with respect. BIA rejects any form of unlawful punishment, abuse, harassment, intimidation or other unworthy treatment of employees. BIA applies the applicable labor law to all employment relationships and expects the same from its contractual partners. At the beginning of the employment relationship, employees must be provided with comprehensible information about the essential working conditions, including their rights and obligations, working hours, remuneration and payment and accounting modalities.

BIA respects and protects the right of employees to terminate their employment relationship in compliance with the relevant notice period.

## Rejection of forced labor

BIA rejects forced or compulsory labor in any form. This also applies to any form of debt bondage, serfdom, slavery or slavery-like practices, human trafficking and extends to all forms of involuntary labor and services that are incompatible with internationally recognized labor and social standards.

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## Rejecting child labor and protecting young workers

BIA does not tolerate child labor and observes the applicable legal minimum age for employment. In any case, [company] does not employ persons under the age at which compulsory education ends according to the law of the place of employment and under the age of 15. Internships are organized in accordance with the statutory provisions. BIA expects its contractual partners to have adequate means of determining age in order to prevent child labor. If child labor is detected, all necessary measures must be taken immediately, focusing on the welfare, protection and development of the child.

The rights of young workers under the age of 18 must be respected; they may only be employed if it is ensured that the working and employment conditions neither pose a risk to their health, safety or morals nor are detrimental to their development.

## PRINCIPLES OF REMUNERATION

BIA applies the statutory provisions or - where applicable - the provisions of collective agreements when remunerating work services. BIA ensures that the applicable statutory minimum BIA ensures that the payment of employees in the company does not fall below the applicable statutory minimum wage or, if applicable, the minimum wage stipulated by collective agreement or the minimum wage customary in the industry. In countries or regions without a statutory or collectively agreed wage framework, BIA ensures that the wage paid for regular full-time work is sufficient to meet the basic needs of employees. BIA does not tolerate wage deductions that are not permitted by law, including wage deductions as a disciplinary measure.

## Working hours

BIA applies the statutory or applicable collectively agreed provisions on working hours, including overtime, rest breaks and vacation.

- BIA ensures that regular weekly working hours plus maximum possible overtime are not exceeded
- working time regulations are complied with.

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## Freedom of association

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BIA respects the right of employees to freedom of association and freedom of assembly as well as the right to collective bargaining and collective bargaining, insofar as this is legally permissible and possible in the respective country of employment. If this is not permissible, BIA seeks appropriate compromises for its employees.

## Diversity and inclusion, prohibition of discrimination

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BIA values the diversity of its employees and promotes a working environment that enables inclusion. Therefore, BIA is committed to equal opportunities and rejects any form of discrimination and unequal treatment based on national and ethnic origin, social background, health status, disability, sexual orientation, age, gender, political opinion, religion or belief.

BIA lives by the principle of equal pay for male and female employees for work of equal value.

## Health and safety in the workplace

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BIA complies with national and international occupational health and safety standards. BIA ensures a safe and healthy working environment (avoiding accidents, injuries and work-related illnesses) in order to maintain the safety and health of its employees and third parties.