



Supplier **Code of Conduct**

Rhede, Germany, May 2017



Supplier Code of Conduct

Introduction

As a globally operating German family enterprise, Airtec is notably committed to sustainability. Ethical, social and environmental responsibility is an integral part of our long-term business strategy. Airtec expects all suppliers and sub-tier suppliers to abide by all applicable national and international laws and regulations as well as by the requirements of this Supplier Code of Conduct. The requirements of this Code have been defined based on the principles of international standards, such as the OECD Guidelines for Multinational Enterprises, the UN Guiding Principles on Business and Human Rights, the Core Conventions of the International Labor Organization (ILO) and Principles of the UN Global Compact.

Scope

This Supplier Code of Conduct applies to all suppliers of Airtec, including their parent and subsidiary entities, as well as sub-tier suppliers and contract agencies.

1. Human rights

The supplier shall respect internationally recognized human rights and adhere to the respective principles and conventions reported above.

Forced labor

We refuse any form of forced labor. In line with the ILO Conventions No. 29 and No. 105, the supplier, shall under no circumstances use or benefit from forced labor or any other form of slavery or human trafficking.

Child labor

We are against any form of exploitation of children and expect all our suppliers to refrain from employing children below the minimum age set forth below. Every child is to be protected from economic exploitation and from carrying out work that is considered dangerous, to have a negative effect on the child's education or to be harmful to the child's health and development.

In line with ILO Convention No. 138, the minimum age for admission to employment or work is not less than 15 years or not less than 14 years for the countries specified in Article 2.4 of the Convention. The minimum age for hazardous work is 18 years for all countries.

Fair and equal treatment

We refuse any form of unfair and discriminatory treatment. In line with ILO Convention No. 111, the supplier shall maintain workplaces that are free from any form of discrimination. No form of psychological, physical, sexual or verbal abuse shall be tolerated.

**Freedom of association and collective bargaining**

In line with the ILO Conventions No. 87 and No. 98, the supplier shall grant its employees the right to form or join trade unions as well as the right to conduct collective negotiations in accordance with all applicable laws and regulations.

Working time and rest days

Working hours must comply with all applicable laws. Any overtime work shall be voluntary and compensated at a premium rate according to the applicable mandatory legal provisions. Workers shall be provided with a rest period in accordance with all local mandatory legal provisions and regulations.

Wages and benefits

Wages, benefits, and overtime compensation shall at the very least comply with national legislation and agreements, or be higher. The supplier shall provide all legally mandatory benefits, such as public holidays, paid vacations, sick days, and maternity/paternity/family leave. Any deduction from wages as a disciplinary measure is prohibited.

2. Health and safety

The supplier shall comply with all the applicable laws on health and safety in the workplace and prevent work-related injuries and illnesses, in line with ILO Convention No. 120 and international standards related to Occupational Health and Safety.

3. Environmental protection and sustainability

The supplier shall comply with all applicable laws concerning the protection of the environment, and demonstrate continual improvement of its environmental impact. The supplier shall implement

and document an internationally recognized environmental management system.

4. Business integrity

Any form of corruption, bribery, and unlawful trade practice is strictly banned. The supplier shall comply with all applicable legal requirements.

Endorsement, monitoring and follow-up

The supplier agrees to this Code without amendment or abrogation, and it is the supplier's responsibility to ensure that this Code is implemented. The supplier is responsible for informing his employees, and sub-tier suppliers about the requirements of this Code. The supplier shall report any suspected violation of this Code and applicable law to the following contact:

Oliver.Lauth@Airtec-GmbH.de

The supplier shall on demand provide sufficient evidence that they are in full compliance with the abovementioned requirements. Furthermore, Airtec reserves the right to monitor existing and new suppliers for compliance with this Supplier Code of Conduct. Monitoring may be unannounced and may be performed by an independent third party. Airtec will inform the supplier of the results of the monitoring. If the supplier fails to comply with the terms of this Code and does not give any reasons to Airtec for this without delay or fails to take corrective action within the agreed time period, Airtec reserves the right to terminate the business relationship with the supplier with immediate effect and without any liability or obligation.



Acknowledgement

We, the undersigned, hereby confirm that we understand and accept the content of this Code, and are committed to fully complying with it.

Place and Date _____

Name of company _____

Name and titles, Signatures _____