

DINSE Code of Conduct for Suppliers (CoC)

We strive for exemplary quality in our services and processes, but also in our behaviour. This is based on our corporate values, which we also require our suppliers to adhere to.

Sustainability is not only a long-term strategic success factor for us, but also for our business partners.

The current Code of Conduct for Suppliers actively promotes sustainable business practices. It is also the basis for economic, ecological and social responsibility.

This document summarises the basic principles and standards for our suppliers of production-related and non-production-related goods and services, based on globally recognised guidelines and principles.

Principle of strict legality:

We expect our suppliers to comply with the applicable laws in the context of their business activities with us and to work towards ensuring that this Code of Conduct is also complied with by third parties who are used to fulfil contracts with us.

The Code of Conduct is based on national laws and regulations, such as the Supply Chain Due Diligence Act (LKSG) and international conventions such as the United Nations Universal Declaration of Human Rights "Business and Human Rights", the international labour standards of the International Labour Organization (ILO) and the Organisation for Economic Co-operation and Development (OECD)

Requirements for suppliers Social

responsibility:

Exclusion from forced labour, modern slavery

No forced labour, slave labour or comparable work may be used. All labour must be voluntary and without threat of punishment. Employees must be able to terminate their work or employment relationship at any time. Furthermore, there must be no psychological hardship, sexual or personal harassment or humiliation.

Child labour must not be used at any stage of production. Suppliers are requested to adhere to the recommendation from the ILO conventions on the minimum age for the employment of child labour. Accordingly, the age should not be less than 15 years. The rights of young workers under the age of 18 must not be used for work that is harmful to the health, safety or morals of children. Special protective regulations must be observed.

Fair pay and working hours

Remuneration for regular working hours and overtime must correspond to the national statutory minimum wage or the minimum standards customary in the industry, whichever is higher. Employees must be granted all legally prescribed benefits. Working hours must comply with applicable laws or industry standards.

Freedom of association

The right of employees to form and join organisations of their choice, to engage in collective bargaining and to strike must be respected. Employees may not be discriminated against on the basis of founding, joining or being a member of such an organisation.

Employee representatives must be granted free access to the workplaces of their colleagues to ensure that they can exercise their rights in a lawful and peaceful manner.

Non-discrimination, harassment and women's rights

Unequal treatment of employees in any form is not permitted. This applies e.g. for harassment and discrimination based on gender, national, ethnic or racial origin.

social origin, skin colour, disability, health status, political or religious conviction, age, pregnancy or sexual orientation

The personal dignity, privacy and personal rights of each individual are respected. We condemn any distinction, exclusion or restriction based on sex which has the effect of impairing or frustrating the recognition, exercise or enjoyment of the human rights and fundamental freedoms of women based on the equality of men and women.

Rights of minorities and indigenous peoples

Our supplier respects the rights of minorities and the human rights of these groups.

Ethical recruitment

The supplier guarantees compliance with the transparency of the application and recruitment process and the equal treatment of all applicants and employees. The selection, recruitment and promotion of employees is always based on your qualifications and skills.

Diversity, equality and inclusion

Equality, diversity and inclusion are firmly anchored in our corporate mission statement, our business processes and our management culture. We are committed to ensuring that the existing diversity of our society is also reflected in the working environment, that this is valued and understood as an enrichment.

The objective of our suppliers should be that all employees act in a diversity-conscious and diversity-competent manner.

Protection against retaliation / whistleblowing / complaints procedure

The supplier shall set up communication channels for its employees so that complaints can be submitted and shall encourage its employees to report misconduct on an ongoing basis. It shall set up these communication channels in such a way that the submission of complaints and reports of unlawful behaviour can take place without repression, intimidation or harassment. Every report is treated confidentially.

Health protection; safety in the workplace

The supplier is responsible for a safe and healthy working environment. Necessary precautionary measures against accidents and damage to health are taken by setting up and applying occupational safety systems. Employees are regularly informed and trained about applicable health and safety standards and safety measures.

Environment:

Preserving the natural foundations of life

The supplier must refrain from harmful soil changes, water and air pollution, noise emissions and excessive water consumption if this harms the health of persons, impairs the natural basis for food production or prevents access to safe drinking water or sanitary facilities.

Sustainable resource management

Our suppliers are committed to using natural resources responsibly and minimising the consumption of energy, water and fuels.

Water quality, consumption and management

Our suppliers must ensure that the impact on water quality is minimised and that water consumption is kept as low as possible so as not to pollute water bodies and groundwater.

Wastewater from operational procedures, production processes and sanitary facilities must be standardised and checked before discharge or disposal and treated if necessary. The generation of wastewater should be reduced.

Decarbonisation

Suppliers should support the "European Green Deal" (climate-neutral Europe by 2050) as much as possible, prioritise the use of low-carbon energy and minimise the use of fossil fuels. Unnecessary CO₂ emissions in industry, transport and buildings should be reduced.

Energy consumption/efficiency, renewable energy

Energy consumption must be monitored and documented. The use of renewable energy must be promoted and maximised.

Raw material consumption and natural resources

The use and consumption of resources during production and the generation of all types of waste, including water and energy, must be avoided and optimised.

Dealing with air emissions

General emissions from operations and greenhouse gas emissions shall be typified, monitored and treated as necessary prior to release. The supplier shall monitor its emission control systems and find solutions to minimise any emissions.

Soil quality

Our supplier must protect and prevent the soil from harmful soil changes.

Noise emissions

By minimising noise emissions, the supplier ensures compliance with the legal requirements for workplace and environmental noise. It minimises its noise emissions through suitable noise protection measures and noise precautions.

Handling waste and hazardous substances

The supplier shall identify, handle, reduce and dispose of solid waste responsibly or recycle it. The bans on the export of hazardous waste in the Basel Convention of 22 March 1989 must be observed. Chemicals or other materials that pose a risk if released into the environment must be identified and handled in such a way that safety is ensured during transport, storage, use, recycling or reuse and disposal.

Mercury shall be used in accordance with the prohibitions of the Minamata Convention of 10 October 2013 and persistent organic pollutants in accordance with the Stockholm Convention of 23 May 2001.

Dealing with conflict minerals

For the conflict minerals tin, tungsten, tantalum and gold, as well as for other raw materials such as cobalt, the supplier establishes processes in accordance with the Organisation for Economic Cooperation and Development (OECD) Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas.

Fair competition and antitrust law

The standards of fair competition, fair business activities and fair advertising must be complied with. The current antitrust laws, which prohibit agreements on prices and conditions, apply. These regulations also prohibit agreements between customers and suppliers that jeopardise the freedom to set prices and conditions.

Financial responsibility

We expect our suppliers to keep accurate accounts and records. The accounts must be prepared in accordance with legal requirements and comply with generally recognised accounting principles.

Disclosure of information

Our suppliers disclose information in accordance with the applicable regulations and standard industry practice. This includes both financial and non-financial information, employee information, health and safety measures, environmental practices, business practices and information on the financial situation.

Integrity/ bribery/ avoidance of conflicts of interest

The supplier must apply the highest standards of integrity in all business activities and have a zero-tolerance policy on bribery, corruption, extortion and embezzlement. It must ensure procedures for monitoring and enforcing standards to ensure compliance with anti-corruption laws. Decisions must be made solely on the basis of substantive criteria and must not be influenced by personal interests and relationships.

The applicable legal provisions against money laundering must be strictly adhered to.

Intellectual property and plagiarism

Intellectual property rights must be respected; technology and know-how must be transferred in such a way that intellectual property rights and customer information are protected.

Counterfeit products may not be circulated or purchased.

Data protection and security

The Supplier undertakes to fulfil the reasonable expectations of its client, suppliers, customers, consumers and employees in order to protect private information. The Supplier shall comply with the laws on data protection and information security and the official regulations.

Export controls and economic sanctions

The Supplier shall comply with all applicable import and export control laws, sanctions and embargoes that impose restrictions on the export or re-export of goods, software services and technology to certain destinations and prohibitions on transactions involving certain restricted countries, regions organisations and individuals.

Supplier relationships

Subcontractors

We expect our Tier 1 suppliers to communicate all the principles and requirements described here to their Tier 2 to 4 suppliers and subcontractors and to take them into account when selecting them. Suppliers shall encourage their subcontractors and suppliers to comply with the described standards on human rights, working conditions, anti-corruption, ethics and environmental protection as part of the fulfilment of their contractual obligations.

Upon request, the supplier shall provide us with all necessary information for an initial assessment correctly and comprehensively within the scope of a self-assessment.

Realisation of the requirements

If a breach of the provisions of this Code of Conduct is identified, the Company shall notify the Supplier immediately in writing and set a reasonable grace period for the Supplier to bring its behaviour into line with these provisions. If a remedy is not possible in the foreseeable future, the Supplier shall notify the Company immediately and develop a concept with a timetable together with the Company.

By signing this document, the supplier undertakes to act responsibly and to adhere to the principles/requirements listed. The supplier undertakes to communicate the content of this code to employees, authorised representatives and subcontractors in a comprehensible manner.

Declaration of the supplier

With his signature the supplier declares

- To have received, read and understood the Supplier Guideline
- Recognise and comply with all requirements, regulations and principles stated in the guideline

Supplier (full company name)

Stamp

Place, date

Legally binding signature Supplier