



TRISTONE Flowtech Supplier Code of Conduct

Preamble

TRISTONE does not only take economical aspects into account regarding their purchase of goods and services, it also considers ecological, social and ethical aspects. TRISTONE is guided by the principles of the **UN Global Compact** and has formulated requirements regarding its own business practices in its Code of Conduct, Health and Safety Policy, Environmental Policy, Quality Policy and Labour Practices Policy. TRISTONE expects its suppliers and contractors to commit to the same requirements regarding ecological, social and ethical aspects as TRISTONE has set for itself.

TRISTONE has formulated its principles and requirements in the Supplier Code of Conduct which apply to all of TRISTONE's suppliers and contractors and which is unconditionally valid and binding. Our suppliers and contractors are urged to take care of the society in which they operate by promoting human rights, improving economic, environmental and social conditions, and by encouraging their own contractors and suppliers to behave equally.

In the following, the term suppliers refers to both, contractors and suppliers.

Application of the Supplier Code of Conduct

Suppliers of TRISTONE are expected to

- comply with principles and requirements stated in the Supplier Code of Conduct,
- have control mechanisms in place to ensure the adherence with these principles and requirements in their sphere of influence and can demonstrate these measures if requested,
- pass on these principles and requirements to their own suppliers in an appropriate way.

TRISTONE reserves the right to review the compliance with these principles and requirements at any time and without notice, or to have it reviewed by independent third parties. Verifications can be carried out at the premises of suppliers. If this applies, suppliers are noticed and verifications are accomplished in accordance with applicable law.

Suppliers have to communicate significant violations of the principles and requirements stated in this policy, which either took place in their company or in the upstream supply chain, to TRISTONE without delay. In such cases, TRISTONE reserves the right to immediately terminate the contractual relationship.

Human Rights and Labour Practices

Next to the ten principles of the UN Global Compact, TRISTONE is guided by the principles of the **Universal Declaration of Human Rights** and the **Declaration of Fundamental Principles and Rights at Work** of the **International Labour Organization (ILO)**. The following requirements are based on these frameworks.

Child labour

Employing children in terms of the ILO Convention 138 on Minimum Age for Admissions to Employment is strictly forbidden. Companies are asked to comply with its recommendations concerning the employee's minimum age. The minimum age shall not fall below the age at which compulsory education ends, and by no means be less than 15 years.

Forced and compulsory labour

Forced or compulsory labour is strictly prohibited, in particular forms of compulsory and forced labour within the meaning of the ILO Convention 105 on the Abolition of Forced Labour and the ILO Convention 29 on Forced or Compulsory Labour including its protocol of 2014. Forced or compulsory labour is any form of labour or service, a person is asked to do under external force or any other form of punishment, which he/she did not declare to do voluntarily. Suppliers have to ensure, that all employees have the freedom to terminate the employment relationship within an appropriate period of time. Demanding the employee's passport, identification document or work permit as condition for an employment relationship is strictly forbidden.

Non-discrimination and diversity

Discrimination against employees in any form is prohibited - this applies to recruiting processes, promotions, fixed salaries and for general social interactions. Our suppliers must ensure that no individual is disadvantaged or harassed due to race, gender, language, skin color, disability, political or other beliefs, social or national origin, assets, religion, age, pregnancy or sexual orientation.

Working conditions

Suppliers have to ensure that all wages comply with the minimum wage and that there is no cut or withholding of payments due to disciplinary reasons or employment conditions. Employees' remuneration must comply with all applicable laws concerning wages and salaries as well as regulations regarding minimum salaries, overtime hours and statutory benefits.

Physical punishments, threats of violence or other forms of psychological or physiological force or abuse are strictly prohibited. Disciplinary fine proceedings are not allowed.

Working hours

Working hours and days need to at least comply with applicable local laws, industry standards or ILO Conventions. .

Freedom of association and collective bargaining

According to Art. 8 (a) UN social pact, suppliers have to grant its employees the right to form trade unions and join the trade union of their choice. Suppliers have to ensure the right of interest representatives to exercise freely and the right to strike governed by applicable law and contractual obligations. Moreover, all suppliers shall ensure that every employee has the ability to bargain collectively. All rights mentioned above must be granted by suppliers as long as they are permitted by applicable national laws and regulations.

Health and Safety

Suppliers are expected to consider the requirements of OHSAS 18001. They are obligated to provide a working environment (e.g. regarding machines, chemical working materials, equipment items and working procedures), which does not threaten the physical integrity or health of their employees. The implementation of appropriate actions to reduce the risk of accidents and the improvement of working conditions are the major aims.

Employees receive trainings on health and safety at work. The workplace and its environment must have appropriate emergency exits, fire protection equipment and adequate illumination. Adequate non-smoking protection is also required.

Employees must have guaranteed access to drinking water, sanitary facilities and social areas, which are established and maintained in accordance with appropriate legal regulations. Food provided by the company, spaces for food preparation and food storage facilities available to employees must comply with minimum hygiene standards. Housing for employees provided by the company have to be clean and safe and provide an appropriate space for living.

Environment

TRISTONE complies with all applicable legal requirements and is guided by the elements of ISO 14001. TRISTONE uses the best available technology if technically and economically possible. TRISTONE expects the same commitment from its suppliers.

Environmental Responsibility

Suppliers have to comply with applicable laws and to act upon the precautionary principle concerning environmental protection and have to implement initiatives to promote environmental responsibility, as far as economically achievable. Negative environmental impacts shall be avoided. If this is not possible, they shall be kept at an acceptable minimum. Corresponding compensatory measures should be implemented, if an avoidance is not possible. An environmental management system, such as ISO 14001 or EMAS¹, should be implemented or, at least, should be striven for. If appropriate, suppliers should be certified externally.

Furthermore, suppliers shall show commitment to continuous improvement of activities and pollution prevention.

Environment friendly production

In all phases of production, suppliers ensure a responsible handling of raw materials and natural resources. This includes a proactive approach to avoid or minimize the consequences of accidents that can have a negative impact on the environment, the development and implementation of energy- and water-saving technologies, and strategies for reuse, reprocessing and emissions reduction.

Hazardous substances

Tristone suppliers have to comply with applicable laws and regulations. Chemicals and other materials, which might have a negative impact on the environment shall be identified and labeled accordingly. A hazardous substance management shall be implemented for a safe handling, transport and storage.

Fair Business Practices

Fair competition

In all business activities, applicable competition laws must be complied with and any form of competition distortion (e.g. price agreements) is strictly forbidden.

Anti-corruption

In any business activity or relationship, a maximum degree of integrity is expected. Suppliers are expected to comply with every applicable anti-corruption law. They must ensure that no form of corruption, bribery, extortion and embezzlement is tolerated. Moreover, suppliers must not grant or receive gifts that are not legally permitted.

¹ Eco-Management and Audit Scheme - it enables organisations to assess, manage and continuously improve their environmental performance.



Safety and Quality

TRISTONE expects from its suppliers that all products and services fulfill the stipulated quality and safety criteria and are safely usable in terms of their purpose. Furthermore, appropriate means for protecting customer information must be available.

Use of third-party companies on the premises of TRISTONE

All suppliers whose employees are employed on TRISTONE’s premises are obliged to provide the employees employed at TRISTONE’s premises with instructions on the topics of environmental protection, occupational safety and health protection on an annual basis. The documentation on the completed instructions must be submitted to TRISTONE on request.

Confirmation

The supplier takes note of the fact, that TRISTONE is guided by the ten principles of the UN Global Compact for human rights, labour conditions, environmental protection and anti-corruption. The supplier commits to comply with the principles of the UN Global Compact within its business activities as well as the rules set in this policy. The supplier also commits to impose these principles on its suppliers – if those are employed at TRISTONE. Should the supplier repeatedly and severely violate the principles of the UN Global Compact, even after repeated requests to stop by TRISTONE, TRISTONE reserves itself the right to terminate the working relationship without notice.

For any questions please contact the TRISTONE Purchasing **department**.

Place and Date

Supplier