



June 2023

Code of Conduct for suppliers and business partners



Preface

iwis SE & Co. KG, together with its affiliated companies as defined in § 15 of German Company Law (AktG) (jointly referred to as “iwis”), is obliged to fulfil its responsibilities towards its employees, customers, business partners and the company. For this reason, iwis undertakes to behave sustainably and in compliance with regulations and requires its suppliers and business partners to do the same.

This Supplier Code of Conduct constitutes a binding agreement between iwis and its suppliers and business partners and sets out clear principles of conduct and standards. These must be adhered to throughout the entire value chain. In this way, our suppliers and business partners ensure that their business activities are both sustainable and ethical. The company demands commitment to responsible business practices. Our Supplier Code of Conduct defines iwis’ expectations regarding respect for human rights, working conditions, environmental protection and other relevant topics.

We completely reject any form of modern slavery, human trafficking, corruption and bribery. In addition, we are guided in our activities by the principles of the UN Global Compact and the German Supply Chain Act (LkSG).

Munich, June 2023

Johannes Winklhofer
Board

Uwe Kastner
Board

1. Integrity in business activities

Dealings with suppliers and business partners

Transparent business relations based on the principle of integrity are of fundamental importance for iwis. It is important that suppliers and business partners are fair, trustworthy and reliable in their dealings with their own customers, suppliers and third parties.

Corruption and financing of terrorism

It is essential that suppliers and business partners fight against corruption in the context of their own business activities and adhere to the corresponding legal regulations and standards. They must not offer any gifts or other inducements with the aim of influencing decisions by the company's employees or Board.

It is essential that suppliers and business partners adhere to the legal provisions concerning the fight against money-laundering and the financing of terrorism. They must not participate directly or indirectly in money-laundering activities or the financing of terrorism.

Conflicts of interest

Suppliers and business partners must make business decisions exclusively in the interests of their respective companies and must not pursue any personal (in particular financial) interests. Wherever possible, they must avoid situations that might be seen as a conflict of interests or report such situations without delay.

Export control

iwis' suppliers and business partners must ensure that all their activities in connection with the import and export of goods, services and information comply with national and international import and export regulations. In particular, it is necessary to observe and adhere to sanctions, embargoes, directives, governmental decrees and guidelines.

2. Appropriate working conditions

Human rights

Suppliers and business partners must not have recourse to any form of forced labour, including slavery or human trafficking, and must not oblige any employee to hand over identification documents or to work under the threat of violence.

Suppliers must not employ any persons under the age of 15 years. Even if permitted under local law, no persons under the age of 14 years may be employed and applicable legislation and regulations relating to child labour must be respected.

Prohibition of discrimination

iwis' suppliers and business partners must not discriminate against anyone due to their race, skin colour, nationality, ethnic origin, religion, beliefs, gender, language, age, sexual identity, physical constitution or appearance. This also means that no-one may be treated differently, insulted or excluded for any of the above-mentioned reasons.

Freedom of association

Suppliers and business partners must ensure that their employees enjoy freedom of association, freedom of organisation and the right to engage in collective bargaining. They undertake to respect these rights and to ensure that employees are able to speak openly with company management about their working conditions without any fear of retribution.

Working hours and remuneration

Suppliers and business partners must respect all applicable laws and regulations relating to working hours, including overtime remuneration and the maximum number of working hours per week.

They must offer their employees fair wages and social benefits that either comply with or exceed the legal requirements, including minimum wage, payment of overtime and other legal remuneration and benefits-related stipulations.

Occupational health and safety

iwis' suppliers and business partners must respect the locally applicable legal requirements relating to occupational health and safety. They must work to further develop and improve working conditions.

3. Environmental responsibility

Waste

Suppliers and business partners must comply with all applicable environmental legislation and regulations, including those relating to the disposal of hazardous waste, airborne emissions and water pollution.

Emissions and resources

Suppliers and business partners must promote sustainable practices and work to reduce their environmental impact by using environmentally responsible materials and production processes. They must make every effort to preserve natural resources by reducing the amount of waste they produce, saving energy and water and promoting renewable resources.

Hazardous substances

iwis' suppliers and business partners must minimise the use of hazardous substances and ensure that such substances are transported, stored and disposed of safely.

Conflict minerals

Suppliers and business partners must undertake to comply with all applicable legal regulations relating to conflict minerals (e.g. tin, tungsten, tantalum, their ores and gold). They must check whether their own activities or those of their supply chains are located in conflict or other high-risk regions or whether procurements are obtained from such regions. If this is the case, suppliers and business partners must implement enhanced precautionary measures and adapt these to their specific context in order to ensure that no conflict minerals enter the supply chain.

4. Market-related responsibilities

Fair competition

iwis' suppliers and business partners undertake to comply with all applicable national and international regulations under anti-trust legislation. They must take appropriate measures that are required in order to prevent violations of anti-trust legislation.

Suppliers and business partners are prohibited from entering into any form of formal or informal agreement that aims to bring about or actually results in any inadmissible impediment to competition. This also applies to inadmissible agreements and forms of behaviour entered into either tacitly or by mutual consent. Suppliers and business partners must ensure that all their activities comply with the provisions of anti-trust legislation and that they do not undertake any operations that might impede fair competition.

In addition, suppliers and business partners must regularly audit their activities and behaviours in order to ensure they do not violate anti-trust legislation. If violations of anti-trust legislation are identified then the suppliers and business partners must immediately implement measures to eliminate these. They must also ensure that their employees are appropriately trained to understand and comply with anti-trust legislation.

5. Protection of information and property

Intellectual property and information security

Suppliers and business partners must respect intellectual property rights and must not use or distribute any copyright-protected or patented material unless appropriately authorised to do so. They must ensure the confidentiality of information provided to them by iwis and must not use this information for other purposes. Data stored or processed in IT systems must be protected in the most effective way possible and, in all cases, in compliance with legislation.

Other property

Suppliers and business partners must ensure that the property of iwis as well as of customers and other third parties that is in their possession is appropriately protected. This also includes the implementation of security measures and the application of appropriate controls to prevent the theft or loss of property or damage to it. Suppliers and business partners must also ensure that all unlawfully acquired goods are returned without delay and that the persons responsible for security at iwis are informed if any loss or damage occurs.

Data protection

Suppliers and business partners must ensure that they comply with all applicable legislation, directives and regulations relating to data protection and data security. In particular, the regulations relating to the protection of personal data must be observed. Suitable measures must be introduced to ensure that the relevant regulations and legislation are adhered to.

6. Implementation and reporting of irregularities

Supply chain due diligence

iwis further expects its suppliers and business partners to ensure compliance with the standards set out in our Code of Conduct for Suppliers and Business Partners in their own supply chains.

We require them to identify risks within their supply chains and to inform us if any such risks exist. To this end, they should possess appropriate management systems and control mechanisms that are proportionate to the size and risk profile of their business. We further expect them to secure undertakings from their own suppliers and business partners to comply with the standards defined in our Code of Conduct.

Audit rights and the consequences of infringements

Suppliers and business partners will provide information on compliance with the present Code of Conduct at iwis' request. iwis additionally reserves the right, following prior notification, to conduct audits to determine compliance with the present Code of Conduct, including at the supplier's or business partner's premises, or to arrange for such audits to be conducted by a third party.

If a supplier or business partner becomes aware of any infringements of the Code of Conduct then it must inform iwis of this without delay. If a supplier or business partner infringes the principles of the Code of Conduct then it must immediately take appropriate measures to eliminate the infringement and ensure that it does not recur. If a supplier or business partner infringes its obligation to provide information and introduce remedial measures, iwis reserves the right to reconsider the business relationship and to terminate contracts with the supplier or business partner in question without delay if this appears to be necessary as a last resort.

Reporting channels for information concerning irregularities

Information about infringements of the iwis Code of Conduct can be sent to the iwis Compliance Officer at any time in German or English, anonymously, confidentially and securely via the whistleblower system. iwis will examine all information for possible misconduct, while adhering to the principles of proportionality and confidentiality. All information that appears reliable will be examined and the result of the examination will give rise to appropriate consequences.

Information can be sent to iwis via the following channels.

- by email to compliance@iwis.com
- via the iwis whistleblower system at our homepage www.iwis.com under "Compliance"

7. Confirmation by the supplier or business partner

As an iwis supplier or business partner, we act in accordance with the ethical and legal principles set out in the present Code of Conduct for Suppliers and Business Partners during our business activities, insofar as these principles are applicable to our activity. We also undertake to impose these same requirements throughout our supply chain.

We hereby confirm acceptance of the iwis Code of Conduct for Suppliers and Business Partners or declare that we comply with its principles and requirements through the application of our own equivalent Code of Conduct in our company.

Date/signature and stamp (Supplier or Business Partner)

Contact

iwis SE & Co. KG

Albert-Roßhaupter-Str. 53
81369 München

Phone: +49 89 76909-0

Fax: +49 89 76909-1333

info@iwis.com

www.iwis.com