

# Code of Conduct

Suppliers

# **Code of Conduct - Suppliers**

## **Introduction**

Technoform is a world leader in the field of high-precision polyamide-based insulation profiles for aluminum windows, doors, and facades.

Technoform innovates, develops and manufactures insulation solutions and special components for windows, doors, and facades.

Technoform established its Supplier Code of Conduct in 2016. This code reflects our fundamental expectations of suppliers.

This Code of Conduct is based on Technoform's Vision, Philosophy, and Principles and provides a general framework.

At Technoform, we consider sustainability as an important part of our whole business process. Technoform is committed to the highest standards of cost-effectiveness, social and environmental responsibility. As an innovative group, we purchase raw materials, commodities, and services from our suppliers worldwide. We include our suppliers in our sustainability strategy and take economic, social, and environmental aspects in consideration in every decision we take.

As a supplier to Technoform, you should show willingness to abide by the rules.

Additionally, at Technoform, we expect our suppliers and sub-suppliers to comply with national and international regulations. Besides, the principles listed in the references at the end of the Supplier Code of Conduct have to be followed.

If national laws are stricter than the Supplier Code of Conduct, national law shall naturally prevail and be respected.

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## Ecology

Taking responsibility for the environment, for employee health and safety is an essential part of our own business practice, which shall be adopted by our supply chain and lived in it. The following aspects refer to the minimum requirements that our suppliers are expected to meet.

### Environmental protection

Technoform expects its suppliers to comply with national and international legislation governing environmental protection and fulfill the reporting duty resulting therefrom. In addition, an appropriate environmental management system is to be set up based on ISO 14001. This is how emissions and other environmental hazards can be reduced.

Furthermore, Technoform requires its suppliers to separate waste and report the emission values of their products e.g. by producing life cycle assessments according to ISO 14044.

### Use of material

According to a key legal requirement, it is prohibited to use unauthorised and hazardous substances, raw materials or supplies. Regulations such as REACH and RoHS are therefore to be observed and substances that are carcinogenic, mutagenic or toxic to reproduction (CMR substances) must be avoided. Every product delivered to Technoform must be accompanied by an MSDS sheet.

Suppliers are also required to show openness towards Technoform or any independent third party in respect of the components processed in the products supplied. The protection of know-how can be ensured by signing a confidentiality agreement with the independent third party. This cooperation is necessary to continue to meet the requirements of certification bodies for Technoform, e.g. the Cradle to Cradle certificate.

### Efficient resource use and recycling

Suppliers are expected to develop awareness of how to handle resources. This means only using as much energy and material as is absolutely necessary for manufacturing their products. Waste is to be recycled in processes as soon as it is created and available for reuse. The efficient use of energy shall be based on ISO 14001.

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## Social Responsibility

In our company, people come first and are treated with fairness and respect, which is why Technoform and its supply chain shall abide by the following principles and rules:

### Human rights

Nationally and internationally<sup>1</sup> recognized human rights are to be observed and their observance shall be supported.

### Fair working conditions

Technoform expects its suppliers to comply with the national working time regulations currently applicable. Furthermore, every employee is entitled to a remuneration that ensures him/her an appropriate standard of living and is compatible with the laws applicable in the region concerned. In addition, wages and salaries are to be paid punctually.

Every employee shall have the right to report unlawful conduct occurring within the company while observing data protection rules.

### Child and forced labour

Child labour or any forms of forced labour are prohibited within the company.

### Fair treatment

Technoform expects its suppliers to prevent discrimination in their respective companies. In particular, any discrimination on the grounds of gender, nationality, age, skin colour, culture, ethnic origin, any form of disability, political opinion, or religious belief is forbidden. Furthermore, equality of opportunity and the equitable treatment of employees shall be encouraged.

### Freedom of association

Under local laws, Technoform expects its suppliers to respect the right of employees to associate freely, set up employee representation and conduct collective bargaining.

### Social commitment

Technoform expects its suppliers to be socially committed within the bounds of their capabilities.

### Conflict materials

Sourcing raw material from conflict regions, i.e. from countries where insecurity rules, should be avoided.

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## **Business and economics**

Achieving profitability is the goal of every company. To ensure economic growth, it is essential to maintain free competition and secure one's own competitive edge by relying on quality and fairness, which is why the following principles shall be adhered to:

### **Risk management**

Suppliers are encouraged to practise active risk management to maintain their own work processes.

### **Non-financial report**

Suppliers are invited to regularly report on their activities in the field of sustainability and risk management.

### **Conduct in business dealings**

The antitrust laws in force are to be observed and fair competition maintained. Furthermore, corruption, bribery and money laundering are expected to be actively prevented, the United Nations (UN) conventions and those of the Organisation for Economic Cooperation and Development (OECD) being respected within the company.

### **Quality standards**

The quality requirements and standards stipulated by Technoform are to be complied with and adequately documented by all suppliers. Furthermore, suppliers are expected to take the necessary measures to secure their business models in the long term. They are encouraged to seek ISO 9001 certification for their quality management systems.

### **Trade secrets**

Suppliers undertake not to disclose any information acquired as a result of business relationships - and therefore confidential - to any third party without specific authority nor to make it available to the public in any other way.

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## Observance

All Technoform suppliers undertake to observe and fulfill the above-mentioned requirements. They are also required to disseminate the contents of the present Supplier Code of Conduct throughout their supply chain. Failure to comply with the above shall be regarded as a significant infringement of the contractual relationship on the suppliers' part. If evidence shows that requirements have not been fulfilled and corrective strategies not been defined, Technoform shall have the right to terminate the contractual relationship, unless otherwise agreed. All suppliers should be prepared to accept unannounced audits by Technoform to verify compliance with the requirements set forth herein.

## References

### Standards and guidelines applicable worldwide

United Nations Global Compact

[www.unglobalcompact.org](http://www.unglobalcompact.org)

Universal Declaration on Human Rights

<http://www.un.org/Overview/rights.html>

International Labor Standards (ILO)

<http://www.ilo.org/public/english/standards/norm/whatare/fundam/index.htm.ilo.org>

OECD Guidelines for Multinational Enterprises

<http://www.oecd.org>

OHSAS 18001 Healthy & Safety Standard

[www.ohsas-18001-occupational-health-and-safety.com](http://www.ohsas-18001-occupational-health-and-safety.com)

ISO 14001 Environmental Management Systems Standard

[http://www.iso.org/iso/catalogue\\_detail?csnumber=60857](http://www.iso.org/iso/catalogue_detail?csnumber=60857)

ISO 14044 Environmental Management – Life Cycle Assessment

[http://www.iso.org/iso/catalogue\\_detail?csnumber=38498](http://www.iso.org/iso/catalogue_detail?csnumber=38498)

ISO 9001 Quality Management Systems Standard

[http://www.iso.org/iso/catalogue\\_detail?csnumber=62085](http://www.iso.org/iso/catalogue_detail?csnumber=62085)

### Applicable EU-legislation:

Regulation (EC) No 1907/2006 of the European Parliament and of the Council on Registration, Evaluation, Authorization and Restriction of Chemicals (REACH)

Directive 2011/65/EU of the European Parliament and of the Council on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS)