

Micamation - Code of Conduct for Suppliers

Micamation is committing to business ethics and an integrity which fulfills highest levels and is described in the "Micamation – Code of Conduct for Suppliers"

Micamation expects from all its suppliers that they adhere to similar standards and business ethics principles. Therefore we expect that the supplier comply with the requirements of the "Micamation – Code of Conduct for Suppliers". In addition to that, further requirements can be defined and agreed between Micamation and the supplier in the supply contracts.

A. Human rights

In accordance with above named business ethics and attitude standards, Micamation is expecting the following business practice from their suppliers:

- Respect of the personal dignity, privacy and individual rights
- Not to force anybody to work against her / his free will or workers to be a subject of any form of compulsion
- To stop strictly any practice like gestures, innuendos or physical contact, if they are in any kind sexually explicit, threatening violence, threaten, abusive or exploiting.

B. Fair working conditions and child labor

The supplier is obliged to create fair working conditions, notably he must:

- Prevent any discrimination regarding her / his sex, origin or race, ethnos, religious affiliation, disability, membership in a trade union or a political party, sexual orientation.
- Follow strictly all the applicable laws against discrimination at the workplace.
- Allows employees to join associations for the purpose of collective bargaining as provided by local law or regulations
- Refuse any forced, prison or indentured labor
- Allows all employees to withdraw from her / his working contract and quit the working place in a appropriate period
- To pay to all his employees a fair salary and respect all local wage settlement or union trades and / or if there are not existing any of them, at least to pay a salary which allows the employees to cover all their basis requirements
- Limit the working time, which should be maximal sixty (60) hours per week, overtime included. Exceptions can be done in a case of an emergency.
- Enable that the employees have at least one (1) nonworking day per week

It is strictly not allowed that the employees take access or tolerate access, in any phase or in any business activity, to child labor, if these are in conflict with actual laws and regulations.

C. Safety and health at work

The supplier must provide to all his employees, a safe working area, free from any jeopardizing influences.

D. Ecological sustainability

The supplier commits himself to environmental protection and will accomplish his business activities in an ecological responsible manner.

E. Business Ethics

The supplier has to conduct his business in a just and reasonable ethic manner and in accordance with all the effective rules and regulations.

The supplier must notably:

- To dissociate himself from any kind of extortion and bribery
- respect all competition and antitrust laws and not get involved in any price-fixing agreements or submission collusions
- To provide Micamation with any relevant information, which could create a conflict of interests, this also applies if an employee of Micamation should be financially involved in the suppliers company or a part of it.

The supplier has to keep any confidential information he receives from Micamation or Micamation's business partners from unauthorized access.

F. Supply contingency plan

The supplier must have guidelines or action plans which helps him to be:

- Protected as much as possible against terrorism, crime, business critical harassment, pandemic, natural disasters and other serious accidents
- Or at least minimize the consequences of such occurrences.

G. Sub-contractor of the supplier

Micamation is expecting from their suppliers, that sub-contractors, if any of them is involved, directly or indirectly, in any business or is providing any goods to Micamation, will confirm that they act in accordance with the "Micamation - Code of Conduct for Suppliers"

Micamation AG

Guido Kühne