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Supplier Code of the Planatol Group

Preface

Our Supplier Code is derived from the Code of Conduct of the Blue Cap Group and the supplementary directives of Planatol (Planatol GmbH and Planatol System GmbH). Rather than remaining unchanged, it is steadily developed further and adapted to the changing legal and business conditions of the Planatol Group on an ongoing basis.

Planatol achieves its commercial success with honesty, integrity and strict adherence to current legislation. Sustainable and socially responsible operations thus form the basis of our business and ensure that we have good, long-term business relations.

This Code defines the requirements that Planatol sets not only itself but also its suppliers and service providers. Our suppliers and service providers are obliged to adhere to at least equivalent standards and ensure that their institutions, employees, suppliers, distributors, subcontractors and other business partners adhere to at least equivalent standards.

Pronouns

For reasons of better readability, masculine pronouns will be used in this text. Please note that the sole use of masculine pronouns should be regarded as gender-unspecific. This is in no way intended as gender discrimination or violation of the equality principle.

Adherence to laws and statutory regulations

Planatol is obliged to adhere to laws and statutory regulations. We thus also expect our business partners to ensure that they prioritise adherence to laws and statutory regulations over profitability and ensure this along the entire supply chain.



Fair and honest business practices

Competition and cartel laws

Planatol expects its suppliers and service providers to operate fairly and responsibly in the market and to acknowledge their adherence to current competition and cartel laws without restrictions. The suppliers and service providers shall not engage in arrangements or agreements with other companies that are aimed at or bring about any restriction or prevention of competition in violation of anti-competition or anti-cartel legislation.

Bribery and corruption

The suppliers and service providers shall ensure that business relations are only based on objective criteria. In addition to quality, reliability and competitive prices, this also includes adherence to ecological and social standards, as well as the principles of good corporate governance. The suppliers and service providers undertake to ensure that the presentation of gifts, hospitality and donations takes place in accordance with the relevant internal directives that regulate appropriateness, approvals, reporting and documentation within the company. The suppliers will also observe the relevant state-specific anti-bribery and anti-corruption laws and directives.

Corruption in any form will not be tolerated, either in the form of bribery, corruptibility, the acceptance or granting of benefits or in the form of any other unfair competition. Planatol recognises that justified and appropriate gifts, etc. may be in the interests of creating goodwill in business relations. However, they should be appropriate and cash-free, and commensurate with social norms. Any direct or indirect benefit or acceptance of gifts, hospitality or similar contributions to and from business partners in direct relation to the arrangement, placement, provision, execution and payment of orders is prohibited. Gifts, etc. to Planatol employees should be in line with the anti-corruption and benefits directives, which can be found at <https://www.planatol.de/compliance>.

Conflicts of interests

Planatol expects its suppliers and service providers to act solely in the interests of their company and always to separate their private or own economic interests from these. Only factual criteria shall be relevant for suppliers, including in their business relations to third parties.

Fair and appropriate working conditions

Safeguarding of human rights

Planatol expects its suppliers and service providers to observe and respect the current regulations on the safeguarding of human rights. They form an integral part of corporate responsibility. The employees of a supplier shall in particular respect the dignity and personal rights of every other employee and colleague, as well as of the third parties with whom the company has business relations.

Occupational health and safety

The suppliers and service providers shall ensure safe and hygienic working conditions that meet the current legal occupational health and safety specifications. A correspondingly safe and sanitary work environment is to be guaranteed to avoid any accidents and injuries. This also includes appropriate inspections, safe work procedures, preventative maintenance and safety measures, as well as preventative measures (such as instructions, guidelines, training, emergency plans, incl. reporting procedures) to prevent accidents and occupational illnesses. Where risks cannot be properly monitored and prevented by the measures listed above, the supplier/business partners shall be obliged to equip their employees with suitable protective clothing. Moreover, it is to be ensured that all employees have been informed and trained in this regard.



Working conditions and social standards

The suppliers and service providers shall observe the labour laws and international standards that apply in the relevant countries. Any remuneration paid to employees, as well as social security payments, must at least meet all current legislation requirements regarding wages and salaries, including the provisions for minimum wages, overtime, statutorily specified benefits, working hours and paid holiday. It is expected of the supplier/business partner to pay his employees regularly and punctually. No illegal or impermissible wage deductions may be made as penalty measures. In cases in which the statutory minimum wages or minimum industrial standards do not cover the cost of living, the supplier/business partner is urged to pay his employees an appropriate remuneration that covers these basic needs.

Prohibition of discrimination, equal opportunities

Discrimination, harassment, disparagement or discrimination based on race, origin, gender, disability, skin colour, sexual orientation, political and religious convictions, age or ideology are prohibited. Each individual has the right to fair and respectful treatment. Any unjustified and inadmissible unequal treatment must not be tolerated. The principle of equal opportunities is to be adhered to.

Forced labour and child labour

Planatol expects suppliers and service providers not to make use of child labour or any form of involuntary, forced or obligatory labour with regard to the provision of goods or services, including prison work, slave labour or work connected to human trafficking. It is expected of the suppliers/service providers to treat their employees fairly, free from sexual harassment, sexual abuse, physical punishment or torture, psychological or physical pressure or verbal abuse or the threat of such treatment. We also expect third parties not knowingly to collaborate with persons or companies that make use of child labour or forced labour to supply goods or services for or to Planatol. Moreover, the supplier/service provider is obliged not to delegate any dangerous work to employees under the age of 18 years. Dangerous work is work that poses an increased hazard due to the work procedure, the type of activity, the materials used or the environment, because no adequate protective measures can be implemented.

Social dialogue, freedom of association and right to collective bargaining

In line with current legislation, suppliers and service providers shall respect freedom of association and thus the right of all employees to form or join trade unions, to constitute workers' councils, to elect employee representatives, to participate in tariff negotiations, etc. Employees and their representatives may exercise these rights without suffering personal or professional disadvantages.

Environmental protection and sustainability

In relation to all aspects of its business activities, Planatol expects its suppliers/service providers to observe all current laws and regulations designed to protect the environment, and to maintain current and correct licences, permits and registrations to the extent required for their activities. They are moreover expected to minimise environmental pollution and to institute ongoing measures to improve environmental protection. Planatol regards the supplier/service provider as obliged to set up systems that guarantee safety when handling, transporting or storing, etc. waste, exhaust gases and waste water. Pollution with a negative effect on human health and/or the environment and the climate must be handled, measured and controlled in an appropriate way, and minimised or eliminated at its place of origin or by means of various procedures.



Quality and product safety

Planatol expects its suppliers/service providers to adhere to the generally acknowledged or contractually agreed quality requirements for its products. The supplier/business partner is expected to implement programmes to guide and maintain the work processes according to safety standards and to carry out risk analyses and institute preventative measures where necessary. The supplier/business partner is obliged to make product safety sheets with all safety-related information available to Planatol on request. The supplier is thus obliged to keep clear, updated books and records to prove that the corresponding materials and services were used, and that state- and sector-specific regulations were adhered to.

Data protection and data security

Confidential information is one of the most valuable assets there are. Company and business secrets may not be passed on to third parties or publicly disclosed without authorisation. The protection of the intellectual property of third parties is to be respected. Our suppliers will therefore safeguard all information provided by Planatol, as well as information received from and via other Planatol business partners, and treat it confidentially.

The maintenance of the right to determine the use of one's personal data and privacy protection, as well as secure data processing, are regarded as important legal requirements. The suppliers/service providers shall thus take all essential precautions to ensure that personal data are collected, processed and used in a transparent and purposeful manner, are traceable and are executed with due care and in compliance with the current statutory regulations under data protection law.

Planatol suppliers/service providers are obliged to guarantee that an appropriate standard is achieved when backing up processed information, so that the confidentiality, integrity and traceability of the sensitive data can be ensured and unauthorised use is prevented.



Trade control

Within a global context, Planatol is obliged to guarantee adherence to various prevailing export, customs and tax laws. Our suppliers are thus obliged to adhere to the various applicable regulations regarding import, export and the transfer of goods, technologies and services, as well as capital movements and payment transactions. Any trade sanctions and trade restrictions are to be observed. The corresponding approvals are to be obtained for so-called dual-use goods. The currently prevailing regulations concerning money-laundering and the financing of terrorism are to be observed.

Financial integrity

Planatol expects its suppliers and service providers to keep orderly and accurate accounting records and financial documents with regard to transactions, expenditure and other business activities related to Planatol in accordance with current accounting principles, laws and regulations. We furthermore expect them to keep appropriately detailed supporting documentation and make these documents available to Planatol on request.



Auditing and sanctions

Planatol is entitled to monitor adherence to this Code of Conduct by the supplier/service provider at any time, in line with the prevailing laws, for example by forwarding a request for information or insight into certificates.

For Planatol, adherence to the requirements stipulated in this Code of Conduct forms an essential part of its contractual relations. We thus reserve the right to demand remedial measures in the event of a violation of this Code of Conduct and, where necessary, to cancel the contractual relationship with the supplier/service provider and/or to terminate our collaboration with the supplier/service provider.

The supplier/service provider shall immediately inform Planatol about any violations of the aforementioned regulations on the part of his subcontractors. The supplier/business partner shall introduce and/or implement processes for the identification, determination and monitoring of the risks addressed in this Code, laws and regulations, contractual agreements and standards.