Code of Conduct for Suppliers and Business Partners
LiSEC aspires to be an attractive business partner and therefore strives to establish long-term relationships with its customers and suppliers that are based on mutual trust and cooperation and to maintain these relationships.

When selecting our contractors and vendors, we conduct fair and transparent appraisals and assessments from the aspect of economic suitability.

As part of this Code of Conduct, we illustrate the values, which we respect in our actions on the international market. Of course LiSEC also expects the same standards of its suppliers, as we also feel obligated towards our customers to observe these values. This is why this Code of Conduct should serve as a mandatory set of rules and a basis for cooperation based on mutual trust with regard to responsibility for our fellow man and the environment.

The supplier fully understands that adherence to this code of conduct is a fundamental part of qualifying as a supplier for LiSEC.

**Working conditions, health and safety**

- Business partners respect each individual’s fundamental human rights and personal dignity, private sphere and personality rights.
- Business partners ensure equal opportunities for their staff and do not discriminate against them on grounds of nationality, race, skin colour, political or religious beliefs, gender, age or social background, disability or sexual orientation. Unacceptable treatment of staff, such as mental cruelty, sexual or personal harassment or discrimination, will not be tolerated under any circumstances whatsoever.
- Business partners assume full responsibility for the health and safety of their staff and shall establish a suitable occupational safety management system to that end. In particular, business partners offer their staff comprehensive support in the form of further training in order to ensure that all staff are sufficiently qualified in the area of occupational safety.
- Business partners assign maximum priority to reducing risks and taking the best possible precautionary measures to prevent accidents and occupational disease.
- Business partners ensure adequate remuneration and pay their staff at least the national statutory minimum wage.
- Maximum statutory working hours in the particular country are observed.
- No workers under the minimum age of 15 are employed. In countries that are exempt from ILO Convention 138 as a developing country, the minimum age may be reduced to 14 years.
- No one may be employed against their will or forced to work.
- Intellectual property rights of third parties are accepted by business partners.
- Business partners recognise employees’ freedom of association as permitted by law. Members of employee organisations or unions are neither given preferential treatment nor discriminated against.
Environment

- Business partners undertake to protect the environment and observe all environmental laws and international standards. They act responsibly in managing natural resources and endeavour to prevent pollution.
- If a product is subject to the regulations in the EU „REACH“ chemicals directive, only supplies will be accepted that comply with this directive.
- Environmental pollution should be kept to the absolute minimum and continuous improvements should be made to protect the environment.
- In particular, business partners should establish and use an appropriate environmental management system.

Corruption / Compliance

Business partners shall abide by all laws of the applicable legal system and ensure that no form of corruption or bribery is tolerated and that they are not involved in it in any way, whether directly or indirectly.

In particular, neither business partners nor any of their suppliers/shareholders, agents, managers, employees or other staff shall:
- grant, promise or guarantee preferential treatment to LiSEC or its agents, managers, employees or other staff for the purpose of improper influence over their activity or of other undue interference over an action or omission by the named parties; or
- conclude a (standard) purchase agreement with LiSEC and/or its subsidiaries, insofar as commission was paid in relation to this by the business partner or on their behalf or has been agreed with them, unless LiSEC was given prior information in writing of this commission and details of it, in particular with respect to payment.

Behaviour towards competitors

Business partners shall act in accordance with national and international competition laws and shall not take part, either actively, passively, directly or indirectly, in acts that restrict competition, in particular price fixing, sharing of markets or customers, rigging of markets or bids.

Commitment and oversight

Business partners shall require and ensure appropriate observance of this Code of Conduct by their own suppliers. It should also be possible for business partners to perform audits at their suppliers for this purpose.

The principles of non-discrimination shall also be observed when choosing suppliers and in dealings with suppliers.

Audits: If there are grounds for suspicion, LiSEC is entitled to check, following prior announcement, that its business partner has complied with these principles and, if necessary, to request that measures are taken to rectify matters.

Consequences of violations

Business partners acknowledge that violations of LiSEC’s Code of Conduct cannot be tolerated. Any violation therefore constitutes substantive grounds for termination by LiSEC.

If it is suspected that there is any violation of the Code of Conduct whatsoever, the business associate must inform LiSEC without delay.