



# Supplier Code of Conduct

Metall Zug Group

January 1, 2023

"A success is only a success if it is achieved in a fair and honest way." -  
– Heinz M. Buhofer

## 1 Our Basic Values

The Metall Zug Group acts in line with its basic values. These values build the common ground of the Metall Zug Group business units and employees around the globe, our foundation for being a trustworthy partner for all our stakeholders and a standard at which we want to be measured. These basic values include:

- Sustainable and long-term value creation;
- Excellence;
- Integrity in our business practice.

## 2 Sustainability in Procurement

As part of our basic values, we pursue the goal of sustainable procurement of goods and services in ethical, economic, social and environmental terms. This Supplier Code of Conduct defines our expectations of suppliers and business partners as well as their Group companies, bodies and employees worldwide («Suppliers»). We communicate transparently and cooperate with our Suppliers to promote and enforce compliance with the principles of this Code of Conduct.

This Supplier Code of Conduct is based, among other things, on the Code of Conduct and Sustainability Strategy of the Metall Zug Group, the principles of the United Nations' Global Compact, the UN Universal Declaration of Human Rights, the UN Conventions on the Rights of the Child and the fundamental conventions of the ILO.

## 3 Our Expectations of Suppliers in the Areas of Environment, Social and Governance (ESG)

### 3.1 Environment

In the course of their entire business activities, our Suppliers strive to use natural resources (energy, water and raw material consumption) sparingly according to the principle of avoid, reduce, reuse, recycle. Special attention is paid to the reduction and/or compensation of greenhouse gas emissions.

In their products and services, our Suppliers take environmental concerns into account and, where possible, continuously improve resource efficiency, durability and recyclability in terms of services, products, components, spare parts, packaging and transport. They operate a waste management system and handle hazardous materials responsibly. The employees of our Suppliers are appropriately educated and trained.

Our Suppliers and their employees comply with applicable laws and regulations in the areas of environment and environmental protection, product safety and health, as well as recognised international standards.

### 3.2 Social

The Supplier complies with internationally recognised human rights. The Supplier treats its employees with respect, dignity and fairness. No harassment or discrimination of any kind is tolerated in the workplace, in particular on the basis of origin, race, nationality, gender, sexual orientation, age, religion or any other legally protected personal characteristic. The Supplier ensures equal opportunities for its employees and respects their diversity and individuality.

The Supplier does not accept any form of forced, compulsory or child labour. No persons under the age of 15 and persons subject to mandatory education are employed other than for temporary ancillary activities and training activities. Dangerous activities may only be carried out by appropriately trained employees who are at least 18 years old. The Supplier shall ensure that all employees receive appropriate training and further education.

Our Suppliers' workplaces and production sites are organised to prevent potential hazards that could lead to accidents, emergencies, health, or safety risks. All applicable laws and regulations in the areas of work safety and labour conditions, rest periods and minimum wages as well as recognised international standards are fully complied with. The wages of our Suppliers always cover the basic needs of their employees (especially in the case of cross-border personnel assignments). There is equal pay between men and women. The freedom of association and the applicable collective agreements are respected.

### **3.3 Governance**

Our Suppliers conduct their business in a fair and honest manner and fully comply with all applicable laws and regulations. They do not tolerate any form of corruption or bribery. This includes any form of receiving or giving payments or other forms of benefits or favours to influence business decisions that are not in accordance with customary business practice and applicable law.

The Supplier avoids conflicts of interest and discloses them immediately if they cannot be avoided. Decision-makers must withdraw if there exists a potential conflict of interest or if inappropriate personal interests are involved.

The Supplier must protect and safeguard all confidential information obtained from the Metall Zug Group, including trade secrets and know-how, from unauthorised and inappropriate forwarding or disclosure and must ensure that employees do not use or steal, share or disclose confidential information for personal gain or inappropriate or unlawful purposes. Any breaches of confidentiality or data security of such confidential information must be reported immediately. The Supplier complies with applicable laws and regulations in the area of data protection.

The Supplier competes in a fair manner with other market participants on the basis of quality, service and price and in compliance with all applicable competition, antitrust and fair trading laws and regulations. The Supplier does not abuse any dominant market position. The Supplier adheres to the applicable export control, embargo and customs regulations and provides the Metall Zug Group with all necessary information regarding compliance with these regulations. The Supplier does not trade with parties on a sanctions list of the UN, Switzerland, the EU or the USA. The Supplier does not use minerals, metals and other raw materials which, to the best of its knowledge, originate from war zones, conflict zones or other high-risk areas with regard to systematic human rights violations.

## **4 Implementation**

The Supplier ensures that it complies directly with the principles of this Code of Conduct or implements them by means of binding adherence to its own code of conduct or company policy that is equivalent to these principles. The Supplier ensures that its subcontractors comply with equivalent principles. If the Supplier has a reasonable suspicion that these principles are not being observed by sub-suppliers, these sub-suppliers shall be checked and, if necessary, not used as sub-suppliers for products or services.

The Metall Zug Group reserves the right to conduct audits of its Suppliers and to verify compliance with this Code of Conduct, in particular in the event of justified suspicion of violations of the principles listed. Suppliers shall provide information upon request to demonstrate compliance with the Code of Conduct. In particular, Suppliers must transparently and promptly inform the respective Metall Zug Group company if they do not comply or only partially comply with the principles in this Code of Conduct.

The principles of this Supplier Code of Conduct are of essential importance for the business relationship between the Metall Zug Group and the Supplier. If the Supplier violates the principles of this Code of Conduct, the respective company of the Metall Zug Group reserves the right to demand measures to remedy the situation and, in the event of repeated violations, violations that have not been remedied after a written warning or very serious violations, to terminate the business relationship with the Supplier without notice and without compensation.

## **5 Reporting Address**

If the Supplier or its employees have a reasonable suspicion or knowledge of violations of the principles of this Supplier Code of Conduct, such violations must be reported immediately to the Metall Zug Group to the following reporting address: [compliance@metallzug.ch](mailto:compliance@metallzug.ch). The anonymity and confidentiality of such reports will be preserved.

## **6 Concluding Provisions**

This Supplier Code of Conduct shall enter into force on January 1, 2023. The Code of Conduct is available in different language versions. In case of discrepancies between the language versions, the German version shall prevail.

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- The principles of this Code of Conduct are directly adhered to.
- There is a binding own code of conduct or company policy and the Supplier confirms that it is equivalent to the principles of this Code of Conduct. The own code of conduct is attached to this document as an annex.

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Place, date

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Name:  
Function:

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Name:  
Function: