

Code of Conduct

The Code of Conduct applies to all companies that supply products or services to INTERNORM, as well as to its suppliers. Compliance with this Code of Conduct by suppliers and their employees is a prerequisite for doing business with INTERNORM.

All INTERNORM suppliers must comply with guidelines, laws and regulations. They must be familiar with the business practices of your suppliers and subcontractors and ensure that they adhere to this Code of Conduct in their work. If a supplier fails to comply with this Code, INTERNORM may terminate its relationship with that supplier. The supplier undertakes to conduct its business in a responsible and sustainable manner in accordance with recognised international standards and to comply with ESG-requirements (environmental, social and governance).

Labour and human rights

Child labour:

Suppliers must not employ any staff under the age of 14, unless this is already regulated by local law. In the case of employees under the age of 18, care must be taken to ensure that they do not carry out any tasks that could jeopardise their health, safety or education.

Forced labour:

Suppliers are prohibited from doing the following: Aiding or abetting human trafficking, the use of violence, the use of forced or slave labour, or the purchase of goods or services from companies that use violence, forced or slave labour. It must be possible to demonstrate that the materials used in their products comply with the laws on slavery and human trafficking in the countries in which they operate.

Recruitment and employment procedures:

During recruitment procedures, the supplier must have the necessary evidence of a valid work permit for the relevant country and ensure that all required documents, such as the work permit, are available. Suppliers must support diversity and equality in the workplace.

INTERNORM's suppliers must not discriminate on the grounds of race, skin colour, gender, nationality, age, disability, trade union membership, maternity, sexual orientation, marital status, gender identity or gender expression.

Harassment:

INTERNORM employees and suppliers must be treated with respect and dignity. There must be no corporal punishment, physical, sexual, psychological or verbal abuse. And employees should be able to raise concerns without fear of reprisals. Where possible, suppliers should have a system in place for anonymously reporting concerns.

Remuneration and working hours:

All applicable laws and regulations relating to staff remuneration and working hours must be complied with. Suppliers must carry out their work in such a way as to limit overtime and ensure a working environment that is both humane and productive.

Health and Safety

INTERNORM's suppliers must provide their employees with a safe working environment that protects their health. Suppliers are required to take measures to prevent accidents and reduce health risks, and must ensure that they comply with all health and safety legislation in the course of their work.

Environmental protection

Suppliers must carry out their work whilst taking into account the impact on natural resources and the environment, customers and employees.

It must be ensured that suppliers comply with all applicable legislation relating to emissions, waste water, toxic substances and the disposal of hazardous waste in the course of their business activities.

The supplier should continuously implement appropriate measures to minimise its environmental impact.

These include, in particular:

- the reduction of emissions, in particular of greenhouse gases,

- the responsible use of energy, water and natural resources,
- the prevention and reduction of waste.

Legislation and regulations (e.g. RoHS and REACH) restrict the use of certain substances and/or require manufacturers and suppliers to provide information about regulated substances in their products. Internorm also complies with REACH.

Ethics

Gifts and tips:

Suppliers must NOT give gifts to INTERNORM employees, not even those of negligible value. Although it is common practice in some cultures, INTERNORM insists that suppliers do not give gifts to INTERNORM.

Inadmissible payments:

Bribes, kickbacks and similar payments are strictly prohibited, even if local laws were to permit them.

INTERNORM employees, suppliers and representatives are prohibited from accepting gifts.

Confidential information

It is particularly important for the success of INTERNORM and its suppliers that confidential information is handled correctly.

All information relating to INTERNORM, electronic data, intellectual property and INTERNORM technologies must be securely protected.

The use of all confidential information must be strictly controlled to ensure that the intellectual property rights of INTERNORM and its suppliers are safeguarded and protected.

Confidential information is only disclosed to the supplier subject to a confidentiality or non-disclosure agreement. Furthermore, the supplier must undertake not to disclose any confidential information, to use such information solely as set out in the agreement, and to protect the information from misuse or unauthorised disclosure. Our suppliers can expect INTERNORM to protect their confidential information in the same way, provided that Internorm has been given permission to do so.

Supplier management system:

Suppliers should have an ISO 9001 / IATF 16949 management system in place that ensures compliance with applicable laws, regulations and INTERNORM guidelines; they must adhere to the Supplier Code of Conduct and identify and mitigate operational risks relating to this Code.

The system must be adapted to ensure continuous improvement and compliance with changing laws and regulations. Environmental management systems (EMS), such as ISO 14001 and/or the ISO 50001 energy management system, are strongly recommended to ensure compliance with environmental and climate protection requirements, and are taken into account in the assessment and selection of suppliers. The supplier should continuously implement measures to improve energy efficiency and reduce its energy consumption.

Supply chain transparency:

The supplier is obliged to address the provisions of this Code of Conduct appropriately within its own supply chain, to identify risks and to take suitable measures to minimise them. Transparency in supply chains is a prerequisite for compliance with the Code of Conduct. INTERNORM reserves the right to request appropriate documentation to verify compliance with these requirements, to carry out audits, and to review and assess action plans.

This also includes supporting Internorm's reporting obligations with regard to regulated substances and conflict minerals.

Communication

The supplier is expected to support INTERNORM in enforcing the Supplier Code of Conduct by communicating its principles to its management, staff and suppliers.

INTERNORM Kunststofftechnik GmbH

www.internorm.de

If suppliers have any questions regarding the Code, they may contact the member of staff responsible for supply management.

Breaches of the Code of Conduct for INTERNORM suppliers can be reported via one of the following channels. These reports will be treated in confidence.

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