

1. Preamble

This Code of Conduct is binding for all suppliers and business partners of **HCP Germany**. It defines our expectations regarding environmental and social responsibility as well as corporate governance and compliance. We are committed to maintaining long-term business relationships based on integrity, transparency and mutual respect.

2. Environmental concerns

2.1. Conservation of resources and energy efficiency

Suppliers should take measures to reduce resource consumption and increase energy efficiency.

2.2. Environmental protection

Suppliers should behave ecologically to protect the environment.

2.3. Waste and emissions management

Suppliers shall minimise their waste and emissions and use environmentally friendly disposal methods.

2.4. Sustainable procurement

Suppliers shall favour sustainable materials and promote the use of environmentally friendly technologies.

2.5. Local procurement

Where possible, suppliers should favour local supply chains in order to shorten transport distances and support the local economy.

3. Occupational health and safety

3.1. Workplace safety

Suppliers shall ensure safe working conditions and provide regular training on occupational safety.

3.2. Health protection

Measures to promote the health of employees should be implemented and monitored.

4. Corporate governance

4.1. Ethical behaviour

Suppliers shall adhere to the highest ethical standards and strictly avoid corruption, bribery and fraud.

4.2. Compliance

Suppliers shall comply with all relevant legal regulations and international standards.

5. Compliance with fundamental human rights

5.1. Prohibition of discrimination

Any form of discrimination based on race, gender, religion or other characteristics shall be prohibited.

5.2. Fair labour conditions

Suppliers should pay fair wages and guarantee decent working hours

6. Compliance with ILO core labour standards

6.1. Child labour

Child labour shall be strictly prohibited and suppliers shall ensure that no children under the legal minimum age are employed.

6.2. Forced labour

Forced labour in any form shall be prohibited.

6.3. Freedom of association

Suppliers shall respect the rights of workers to freedom of association and collective bargaining.

7. Employee commitment

Suppliers shall ensure that their employees contribute to the success of their organization through commitment and performance. Managers should act as role models and promote the qualifications of their employees.

8. Customer orientation

Suppliers should orientate their products and services to the needs and wishes of their customers and offer excellent and reliable product quality.

9. Product safety and legal requirements

Suppliers should uncompromisingly guarantee product safety and fulfil all legal requirements.

10. Product safety culture

Suppliers should raise awareness of the importance of product safety among their employees.

11. Maintenance and investments

Suppliers should ensure the good condition of their buildings, machinery and equipment through investment, maintenance and considerate behaviour.

12. Process improvement

Suppliers should constantly work on improving their processes and interfaces in order to operate more efficiently and economically.

Date

Name in capital letters

Company stamp and Sign

