

## Code of Conduct

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This code of conduct lays down the basic principles and requirements to be observed by the MEKU Group and its suppliers of goods and services in terms of their responsibility towards society and the environment. MEKU reserves the right to make appropriate amendments to the requirements of this code of conduct. In this case, MEKU undertakes to observe these new requirements and likewise expects its suppliers to accept any such amendments.

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**The company of the MEKU Group**

**The supplier** hereby pledges

### **Compliance with the law**

- To comply with the laws of the applicable jurisdiction

### **Prohibition of bribery and corruption**

- Not to tolerate or engage in any form of corruption or bribery, including any illegal offers of payment or similar form of inducement conferred upon a government official for the purposes of influencing a decision

### **Respect for the basic rights of employees**

- To promote equal treatment of employees without regard to skin colour, race, nationality, social background, disability, sexual orientation, political or religious conviction, gender or age
- To respect the dignity, privacy and personal rights of each individual
- Not to employ or make anyone work against their will
- Not to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual and personal harassment, or discrimination
- Not to tolerate any behaviour that is sexual, coercive, threatening, abusive or exploitative in nature
- To provide fair remuneration, to uphold the national statutory minimum wage and to comply with the statutory number of maximum working hours in the country of employment
- To recognise, as far as legally possible, the freedom of association of employees and to neither favour nor discriminate against members of labour organisations or trade unions

### **Prohibition of child labour**

- Not to employ any person who is unable to prove they are at least 15 years of age; or, in those countries subject to the exemption for developing countries in the ILO Convention 138, not to employ any workers under the age of 14

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### Health and safety of employees

- To take responsibility for the health and safety of employees
- To control hazards and take the best-possible preventive measures against accidents and occupational illnesses
- To provide training and to ensure that all employees are properly instructed in health and safety matters
- To set up and implement an appropriate occupational health & safety management system

### Environmental protection

- To comply with statutory and international standards regarding environmental protection
- To minimize environmental pollution and continuously enhance environmental protection
- To comply with key directives and regulations such as RoHS and REACH

### Suppliers and supply chain

- To undertake appropriate efforts to promote compliance with this code of conduct among suppliers and service providers
- To comply with the principles of non-discrimination with regard to the selection and treatment of suppliers
- To confirm compliance with the procurement guidelines concerning conflict minerals.
- To protect intellectual property
- To respect the intellectual property rights of third parties

We hereby confirm our acceptance of, and compliance with, this code of conduct.

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Place, date

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Company stamp

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Signature