

Seeger-Orbis GmbH & Co. oHG

Code of Conduct for Seeger-Orbis Suppliers

This Code of Conduct defines the basic requirements for Seeger-Orbis' suppliers of goods and services.

There is a separate and extended Code of Conduct for employees of Seeger-Orbis. Seeger-Orbis insists that all employees and suppliers strictly follow this Code of Conduct. Seeger-Orbis reserves the right to reasonably change the requirements of this Code of Conduct due to changes of the Seeger-Orbis Compliance program. In such event Seeger-Orbis expects the supplier to accept those reasonable changes.

The supplier declares to follow the following policy:

Legal compliance

- to comply with the laws of the applicable legal system(s).

Prohibition of corruption and bribery

- to tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law.

Gifts to employees of Seeger-Orbis

- not to grant gifts such as money, goods or performances in kind which exceed a value of Euro 50 and could influence any decision referred to the placing of purchase orders by Seeger-Orbis

Respect for the basic human rights of employees

- to promote equal opportunities for and treatment of its employees irrespective of skin colour, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
- to respect the personal dignity, privacy and rights of each individual;
- to refuse to employ or make anyone work against his will;
- to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
- to prohibit behaviour including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
- to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
- to comply with the maximum number of working hours laid down in the applicable laws;
- to recognize, as far as legally possible, the right of free association of employees and to neither favour nor discriminate against members of employee organizations or trade unions.

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Prohibition of child labor

- to employ no workers under the age of 15 or, in those countries subject to the developing country exception of the ILO Convention 138, to employ no workers under the age of 14.

Health and Safety of employees

- to take responsibility for the health and safety of its employees;
- to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
- to provide training and ensure that employees are educated in health and safety issues;
- to set up or use an occupational health & safety management system according to OHSAS 18001 or equivalent.

Environmental protection

- to act in accordance with the applicable statutory and international standards regarding environmental protection;
- to minimize environmental pollution and make continuous improvements in environmental protection;
- to set up or use an environmental management system according to ISO 14001 or equivalent.

Supplier: _____

Date: _____