

# Spetec GmbH Code of Conduct – Supplier Requirements

Dear Sir or Madam,

Spetec GmbH places great emphasis on integrity, sustainability, and responsible business practices. As part of our business relationship, it is essential that all suppliers comply with the following principles.

## 1. Compliance with Laws and Regulations

Suppliers are required to comply with all applicable local, national, and international laws and regulations, including data protection laws, fair competition rules, and other relevant legal requirements. Suppliers are expected to regularly review legal updates and implement appropriate measures to ensure compliance.

Additionally, suppliers are responsible for ensuring that their subcontractors comply with the relevant laws and regulations.

## 2. Health, Safety, and Environment

Suppliers must ensure that their business practices protect the environment and safeguard the health and safety of all involved parties. This includes responsible resource management, minimizing environmental impacts, and adhering to all relevant environmental, safety, and health regulations. Suppliers must also implement measures to promote energy efficiency, the use of renewable energy, and the recycling of materials.

In line with sustainable procurement policies, suppliers are expected to use environmentally friendly and ethically sourced materials while ensuring socially responsible production processes. Compliance with waste management standards and the proper disposal of waste is mandatory.

## 3. Fair Competition

Suppliers must conduct business transparently and fairly. Anti-competitive practices such as price-fixing, market allocation, or agreements restricting free competition are strictly prohibited. Suppliers must handle sensitive or confidential market information professionally and responsibly to maintain market integrity.

## 4. Avoidance of Conflicts of Interest

Suppliers must identify and disclose potential personal or business conflicts of interest. Situations that may compromise decision-making or objectivity must be avoided. Suppliers are expected to take proactive measures to prevent conflicts of interest.

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## 5. Prohibition of Corruption and Money Laundering

Suppliers must not directly or indirectly engage in corrupt practices or money laundering activities. Offering, promising, or accepting gifts, payments, or services that could be perceived as bribery is strictly forbidden. Suppliers must implement internal policies and control measures to ensure ethical business transactions in compliance with legal requirements.

## 6. Social Responsibility and Working Conditions

Suppliers are required to uphold fair and humane working conditions, prohibiting forced and child labor. Equal treatment of all employees must be ensured, regardless of gender, age, ethnicity, religion, or other characteristics. A respectful, harassment-free, and safe work environment must be maintained.

Additionally, working hours must comply with legal regulations, and overtime must be fairly compensated. Suppliers should implement initiatives promoting diversity, equal opportunities, and sustainable personnel development through training and professional development programs.

## 7. Fair Wages and Trainings

Suppliers must provide fair and competitive wages that reflect employees' qualifications and performance. They are expected to offer programs for professional development, including internal and external training, to continuously enhance employee competencies.

## 8. Occupational Health and Safety

A comprehensive occupational health and safety management system is mandatory. Suppliers must implement risk reduction measures for accidents and work-related illnesses. Workplace conditions must meet legal safety and health standards and be regularly reviewed.

Regular training on workplace safety, emergency preparedness, and risk assessments is required. Protective measures, such as fire safety precautions and first aid training, must be ensured. In the event of workplace accidents or environmental incidents, immediate corrective actions must be taken, and incidents must be documented.

A culture of prevention and employee well-being should be fostered through preventive health measures and ergonomic workplace designs.

Spetec GmbH looks forward to a business partnership built on shared values and trust. For any questions, our procurement department is available to assist you.

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