

## Compliance for suppliers and partners

With this set of rules, Holz Wastl recognises its responsibility towards customers, shareholders, business partners, all employees and society.

The corporate culture is based on common, harmonised values such as example, trust, fairness and appreciation in dealing with customers, employees, business partners and interested parties as well as the general public.

With the attached points, which are specifically intended to represent requirements for our partners and suppliers, we ensure that compliance and other social principles and values are part of Holz Wastl. Likewise, national and international standards and laws are in line with entrepreneurial thinking and action in the context of service provision throughout the entire supply chain.

Compliance and pursuit to implement these requirements is therefore an essential prerequisite for a lasting business relationship with Holz Wastl.

The ten principles of the United Nations Global Compact are derived from the Universal Declaration of Human Rights, the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work, the Rio Declaration on Environment and Development and the United Nations Convention against Corruption.

### **Human rights**

Principle 1: Companies should support and respect the protection of internationally proclaimed human rights.

Principle 2: Ensure that you are not complicit in human rights abuses.

### **Work**

Principle 3: Companies should uphold the freedom of association and the effective recognition of the right to collective bargaining.

Principle 4: The elimination of all forms of forced and compulsory labour.

Principle 5: The effective abolition of child labour.

Principle 6: Involvement of discrimination in relation to employment and occupation.

### **Environment**

Principle 7: Companies should support a precautionary approach to environmental problems.

Principle 8: Take initiatives to promote greater responsibility for the environment.

Principle 9: Promoting the development and distribution of environmentally friendly technologies.

### **Anti-corruption**

Principle 10: companies should take action against corruption in all its forms, including extortion and bribery.

## Concept of values

### Employees

- The fundamental human rights and labour rights fixed in the applicable national legislation are respected and preserved.
- Express commitment to the abolition of all forms of forced labour, child labour and human trafficking.
- The basic constitutional rights of employees to freedom of association and collective bargaining are respected and upheld.
- Any form of discrimination based on gender, race, age, skin colour, religion, marital status, sexual orientation, origin, physical or mental impairment or other characteristics that are subject to special protection under applicable laws or regulations is avoided.
- The personal dignity, personal rights and privacy of all employees are respected.
- Open and honest dealings with each other, characterised by respect and responsibility, within the company as well as with customers and market companions.
- Commitment to ethical personnel selection in application and hiring procedures.
- Internationally recognised human rights, laws and labour standards are respected and complied with.
- All measures and practices that promote efficiency, transparency and the protection of applicants and employees are observed.
- Appropriate recognition of skills and qualifications is ensured.
- Women's rights are respected and the right to equal pay, including other benefits, as well as the right to equal treatment for work of equal value and equal treatment in the assessment of the quality of work is guaranteed.
- Any form of discrimination in the recruitment process and in the employment, relationship is prevented.
- The fundamental rights of employees, trade unions and employee representatives are recognised.
- Social competence and responsibility in dealing with employees, customers, suppliers, authorities, city, country and family is maintained.
- Public/private security forces will be deployed if necessary.

### Human rights

- Commitment to cultural diversity and the rights of ethnic, religious, indigenous peoples or comparable minorities is respected.
- Cooperation characterised by mutual respect is encouraged.
- All work is carried out by all employees on a voluntary basis.
- A written contract is provided to all employees in a language they understand, clearly setting out their rights and obligations with regard to wages, working hours, benefits and other terms and conditions of employment.
- Moral values are retained.

### Working hours and payment

- Applicable laws on working hours are complied with.
- It is ensured that your employees receive appropriate remuneration in accordance with the applicable laws (e.g. minimum wage).

### work safety

- Working conditions and health protection are constantly being improved, taking into account the legal and social framework, in order to minimise actual and potential risks in the workplace.
- All employees are supported in promoting their own health and preventing accidents and occupational illnesses.
- Occupational safety and health promotion are firmly established in your company processes.
- Required protective equipment is provided.

### Environmental protection

- You comply with local, national and international environmental protection laws and standards. This includes, among other things, the fulfilment of all requirements of the EU chemicals regulation REACH.
- The environmental impact in the form of greenhouse gas emissions, water and air pollution and waste is minimised and environmental protection is improved in every possible way. This also includes the responsible use of chemicals and continuous work on decarbonisation.
- Impacts on biodiversity are avoided and minimised.
- Harmful land/forest/soil changes and harmful noise emissions are avoided.
- The target is to act in a sustainable, energy- and resource-efficient and environmentally conscious manner.
- An appropriate environmental system is established and/or applied.
- The impact of your activities on the environment is minimised and sustainable resource management is established.
- Renewable energy is used wherever possible and sensible, fossil fuels are avoided.
- The circular economy is promoted through the use of raw materials from reuse or recycling.
- Safe, state-of-the-art and environmentally friendly products are being developed.
- The necessary natural raw materials, aids and energy sources are used in a resource- and environmentally friendly manner with the aim of minimising waste.
- The applicable laws and regulations are complied with.
- Decarbonisation is generally supported.
- Noise emissions in the production and outdoor areas are kept to a minimum.
- Deforestation and inappropriate land use are prevented as far as possible.
- The company works and acts sustainably.
- The "Conflict minerals reporting" requirement is complied with if applicable to products.
- Animal welfare is supported by not using any animal products (unless specified directly by the customer).

### **Corruption and bribery**

- All forms of corruption, bribery and the acceptance or granting of unauthorised benefits in the supply chain are prevented.
- No benefits/promises or guarantees are demanded in return for financial, economic or other consideration from suppliers, subcontractors or their legal representatives as part of the collaboration.

### **Protection of identity**

- A communication procedure is made possible that allows your employees to report concerns without fear of reprisals.

### **Honesty and transparency**

- All actions are prevented that enable or promote manipulative/falsifying actions or functionalities when using your deliveries.
- We cooperate positively with public bodies, other organisations and institutions.

### **Fair competition**

- We comply with national and international competition laws and do not participate in price fixing or other activities that violate antitrust law.
- The intellectual property of third parties is respected and protected.
- Freedom of association is recognised and collective bargaining is permitted.

### **Security, data protection and IT security management**

- Personal data is always processed in accordance with national and international data protection laws.
- The personal data provided by you and your subcontractors/suppliers will always be used on the basis of a valid legal basis.
- Copyrights, intellectual property rights, copyright, laws (information and data protection), contractually agreed provisions and archiving are complied with.
- Hardware and software structures and networks are protected.
- Access, approvals, rights and encryption in your organisation are handled and defined.
- Employees, partners and service providers are involved and, if necessary, trained on relevant topics.

### Keeping accurate records

- Business documents are created, stored and maintained.
- Records are not altered so that the documented facts are obscured or misrepresented.

### Adherence to the guideline

- Regular supplier evaluations are carried out.
- Observance with the mentioned principles is checked on a situational basis and, if necessary, by means of spot checks.
- Audits (directly or at third parties) are agreed and carried out with the suppliers in prior consultation.
- Confidentiality agreements with customers, suppliers and IT partners are complied with.



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