



# Code of conduct for suppliers

## ***Preamble***

IDENTA is committed to environmentally and socially responsible corporate governance. In this, IDENTA acts in accordance with all relevant laws and regulations as well as the following company-wide guideline:

- Code of Conduct for Employees

We expect our employees to observe the principles of ecological, social, and ethical behaviour. Furthermore, we strive to permanently optimise our business activities and our products in terms of sustainability and ask our suppliers to contribute to this in the sense of a comprehensive approach.

For future cooperation, rules of conduct will be established up for a common code of conduct. This agreement is the basis for all future deliveries. The contracting parties undertake to comply with the principles and requirements of the Code of Conduct. This agreement becomes effective upon signature.

The Code of Conduct is based on national laws and regulations such as the "Lieferkettensorgfaltspflichtengesetz" (LkSG) as well as international conventions such as the United Nations Universal Declaration of Human Rights.

## ***Requirements for suppliers***

### ***Social responsibility***

Respect for labour and human rights.

### **Working conditions, working hours and wages**

We expect our suppliers to stand up for fair working conditions and to comply with the applicable regulations regarding working hours and holiday regulations. Overtime is worked within the respective legal framework. The supplier shall ensure appropriate remuneration on a contractual basis that complies with the respective legally guaranteed minimum wage and is oriented towards the respective national labour market.

### **Prohibition of discrimination**

Discrimination, i.e., unequal treatment of employees in any form, is not permitted unless it is justified by the requirements of the employment. This applies, for example, to discrimination based on gender, race, social class, national, ethnic, or social origin, skin colour, disability, health status, political conviction, origin, ideology, religion, age, pregnancy, or sexual orientation. The personal dignity, privacy, and personal rights of everyone are respected.

### **Freedom of association**

We expect our suppliers to allow their employees to assemble and associate peacefully, especially in the political, trade union and civil society spheres.

**Child labour and forced labour**

IDENTA does not tolerate child labour or forced labour in its own company or in that of its business partners. We consider it our social responsibility to do our part by ensuring that no employees under the legal minimum age (according to ILO Convention 138) are employed by us or by our suppliers.

**Health protection and work safety**

The supplier must have health and safety measures in place that comply with local legal requirements. The supplier shall ensure that workplaces, machinery, equipment, and processes under its control are safe and without risk to health. Employees are provided with access to drinking water and clean sanitary facilities.

***Ethical Business Conduct***

Every supplier is expected to refrain from criminal acts.

**Anti-corruption**

In all business activities, IDENTA will not tolerate any form of corruption, bribery, corruptibility, or other unlawful advantage. Any form of direct or indirect bribery or acceptance of advantage, whether by accepting or making payments, gifts, or benefits of any kind beyond the legal framework and the customary level, is inadmissible.

**Prevention of money laundering and terrorist financing**

The Supplier undertakes to comply with its legal obligations to prevent money laundering and terrorist financing within the framework of the respective applicable legal provisions and not to promote them either directly or indirectly.

**Fair competition and antitrust law**

The supplier shall respect fair and free competition. IDENTA expects its suppliers to comply with the applicable competition and antitrust laws. This includes business practices that unlawfully restrict competition, the improper exchange of competitive information as well as price agreements, offer manipulation or abusive market allocation.

**Data protection and confidentiality**

The processing of personal data of employees, customers, and business partners, i.e. the collection, storage, gathering, use, provision, shall only be carried out in accordance with the legal requirements.

The supplier undertakes to handle and protect any information in an appropriate manner. Data and information shall only be used in accordance with their classification. The supplier shall ensure that data to be protected is properly collected, processed, secured, and deleted. It shall also ensure that the technical information systems are adequately protected against cyber dangers by complying with the usual standards (e.g. virus protection, encryption, roles and rights management, etc.).

### **Intellectual property and counterfeit parts**

The supplier undertakes to respect and observe the protection of intellectual property along the entire supply chain. IDENTA requires its suppliers to develop, implement and maintain effective methods and processes to identify and minimise the risk of introducing counterfeit parts and materials into our supply chain. When detected, the supplier is expected to implement effective procedures to quarantine the product and inform the recipients of counterfeit products.

### **Export Controls and Economic Sanctions**

The Supplier shall strictly observe all applicable regulations and laws for the import and export of goods, services, and information as well as payment transactions. In business activities, existing sanctions and embargoes are observed within the framework of the laws and regulations.

### **Whistleblowing**

The business partner is obliged to inform its employees and all business partners involved (subcontractors, service providers, etc.) about the content of this Supplier Code of Conduct and all legal regulations affecting them in a way that is accessible to them. IDENTA has a complaints procedure with a reporting office (in accordance with the Whistleblower Protection Act /Hinweisgeberschutzgesetz HinSchG) for unlawful behaviour in the company and business environment that constitutes a criminal offence or is directed against the company.

Further information on the whistleblower protection system can be found on the IDENTA website at <https://identa.com/en/about-identa/csr/>. If necessary, please use one of the contact options listed there to reach the reporting office.

### ***Environment / ecological responsibility***

IDENTA expects its suppliers to minimise negative impacts on the environment and climate arising from its business activities and to use natural resources carefully and sparingly.

### **Environmental management**

The importance of environmental thinking is illustrated by the certification according to DIN EN ISO 14001. IDENTA encourages its business partners to obtain such or comparable certification in order to monitor or improve its environmental footprint.

### **Compliance with environmental laws**

IDENTA expects its suppliers to comply with national and international environmental standards and laws.

### **Consumption of natural resources and air pollution**

The supplier shall reduce or avoid the use and consumption of natural resources, including raw materials, water, and energy. Economic solutions shall be found (e.g. through the use of alternative materials, savings, recycling) to improve energy efficiency and minimise energy consumption. General emissions from operational processes (e.g. air and noise emissions) should be avoided wherever possible.

### **Climate protection and CO2 reduction**

IDENTA is increasingly taking measures to reduce greenhouse gas emissions (e.g. green electricity via large-scale PV systems, heat recovery and optimisation of production processes). The supplier is required to find economic solutions to minimise greenhouse gas emissions.

### **Waste, wastewater, and hazardous substances**

The supplier shall have measures in place to reduce both, waste and wastewater and treat them in accordance with all legal requirements. Waste shall be recycled as far as possible. When handling chemicals and hazardous substances, the supplier shall ensure responsible handling regarding environmental and health protection.

### **Compliance with IDENTA requirements**

IDENTA reserves the right to review this Code of Conduct through appropriate measures. The requirements formulated here are considered important for IDENTA. IDENTA will take appropriate legal action in case of violation or infringement of the Supplier Code of Conduct. IDENTA reserves the right to terminate the business relationship in the event of a serious or repeated violation of this Code. We may refrain from legal action if the supplier can credibly assure and prove that he has taken immediate countermeasures to avoid future violations.

### ***Acknowledgement and agreement of the supplier***

By signing this document, the supplier undertakes to act responsibly and to comply with the principles and requirements listed. The Supplier undertakes to communicate the contents of this Code to its employees, agents, and subcontractors in a comprehensible manner and to take all necessary precautions for the implementation of the requirements.

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Supplier

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Place, date

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Company/ Authorised signatory