

## EMCLAB Instruments GmbH Code of Conduct for suppliers and business partners

Ladies and Gentlemen,

**EMCLAB Instruments GmbH**'s core business is the production and sale of spectrophotometers for research and development in chemical, pharmaceutical and ecological laboratories, as well as in laboratories in the food industry. **EMCLAB Instruments GmbH** bears social responsibility towards customers, employees, investors, and the public.

This social responsibility includes ensuring that **EMCLAB Instruments GmbH** always complies with applicable laws and everywhere, respects ethical values and acts sustainably.

In accordance with the compliance strategy pursued by **EMCLAB Instruments GmbH**, **EMCLAB Instruments GmbH** expects suppliers and business partners as well as their employees to act responsibly and to commit to our basic compliance principles.

Compliance is of central importance in a complex supply chain. Our customers oblige **EMCLAB Instruments GmbH** to fulfil high compliance standards and to guarantee them in our supply relationships.

We would therefore like to work with your company, as a business partner of **EMCLAB Instruments GmbH**

By signing the attached Code of Conduct for Suppliers and Business Partners, we have entered into an agreement that commits us jointly to the basic requirements of the Code:

- Human Rights
- Labour standards
- Environmental protection
- Occupational safety

and to comply with the law and to refrain from corruption.

Therefore, we ask you to confirm your acceptance of the attached Code of Conduct as the basis of our business relationship by returning the completed and signed **RETURN** on the last page of the attached document.

Please sign this document with a legally binding signature and return it to us as soon as possible.

**By e-mail to: [info@emc-lab.com](mailto:info@emc-lab.com)**

If you require these documents in German, please request them separately.  
to request.

Yours sincerely

The management of **EMCLAB Instruments GmbH**

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## 1. Social responsibility

Social responsibility results in the obligation to comply with the law and all applicable laws. **EMCLAB Instruments GmbH** expects suppliers and business partners to comply with the following basic principles in particular:

### 1.1 Human rights

The suppliers and business partners of **EMCLAB Instruments GmbH** respect and protect the globally applicable regulations for the protection of human rights as fundamental and universally applicable requirements.

This includes in particular that the suppliers and business partners of **EMCLAB Instruments GmbH** do not use forced labour or child labour. Suppliers and business partners shall comply with the provisions of ILO Convention 138 on the minimum legal age for the employment of children.

### 1.2 Responsible sourcing of conflict minerals

Suppliers and business partners may not supply **EMCLAB Instruments GmbH** with goods that contain "conflict minerals" from sources that serve to finance or support armed groups in the Democratic Republic of Congo (DRC) or its neighbouring countries ("Covered Countries"), currently Angola, Burundi, the Central African Republic, the Republic of Congo, Rwanda, South Sudan, Tanzania, Uganda and Zambia) in accordance with Art. 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act.

All suppliers and business partners are required to inform **EMCLAB Instruments GmbH** in writing when concluding any orders for the sale of goods to **EMCLAB Instruments GmbH** if these goods contain conflict minerals.

The notification must specify the conflict raw material, including the country of origin and the name of the processing company.

If the conflict mineral originates from a "covered country", the supplier must confirm that its purchase did not directly or indirectly serve to finance or support armed groups in these countries and provide a basis for its confirmation.

**EMCLAB Instruments GmbH reserves the right** to withdraw from corresponding orders if conflict minerals are used.

### 1.3 Equal opportunities and non-discrimination

The suppliers and business partners of **EMCLAB Instruments GmbH** do not discriminate against anyone based on ethnic or national affiliation, race, gender, religion, ideology, age, disability, sexual orientation, or other legally protected characteristics, unless this is contrary to mandatory law.

## 2. Environmental protection

The suppliers and business partners of **EMCLAB Instruments GmbH** assume responsibility regarding environmental protection and comply with all legal requirements concerning the environment and sustainability. They use natural resources sparingly and minimise environmental pollution.

As a supplier or business partner of **EMCLAB Instruments GmbH**, you declare your commitment to environmental protection:

- You have a process or your own organisation that ensures compliance with legal regulations and customer requirements regarding the operational and product-related environmental protection.
- All necessary authorisations and/or approvals for the operation of your Locations are documented and regularly reviewed.
- You have an appropriate management system (e.g. ISO 14001 or a comparable system for operational environmental protection).
- You have established rules, guidelines, internal standards or similar for sustainability and the product and process-related environmental protection (product design,
- substance restrictions, labelling, information obligations, reuse, environmentally friendly product use, maintenance, disposal, chemicals legislation and chemicals management where applicable, protection of resources such as air and water) and train your employees accordingly.
- They have ongoing processes for the continuous improvement of energy efficiency and for the ongoing reduction of greenhouse gas emissions.
- You actively inform your customers about the environmental compatibility of your products.  
(e.g. product environmental declarations, environmental protection reports).

### 3.1 Product safety

The suppliers and business partners of **EMCLAB Instruments GmbH** shall comply with all applicable product safety regulations and requirements, particularly the legal requirements regarding the safety, labelling and packaging of products and the use of hazardous substances and materials.

## 4. Safety in the workplace

The suppliers and business partners of **EMCLAB Instruments GmbH** comply with the applicable legal requirements for health and safety in the workplace. They support the further development and improvement of working conditions. **EMCLAB Instruments GmbH** expects its suppliers to take responsibility for the health and safety of their employees.

Your contribution as a supplier or business partner to the active implementation of employee health and safety:

- clear commitment from management to occupational health and safety.
- Continuous assessment and consideration of the possible effects of the

- activities, products, and services on the health of employees.
- Regular implementation of measures to prevent accidents at the workplace. Construction Sites and Factorios.
- immediate elimination of unsafe and dangerous conditions.
- Implementation of preventive measures against accidents and occupational illnesses.
- You have appointed experts who are familiar with the topic of occupational safety and health protection and ensure compliance by means of suitable measures.
- Employees must wear the protective equipment identified for their activity. and be obliged to use them.

## 4.1 Employee rights

**EMCLAB Instruments GmbH** expects its suppliers to comply with the fundamental employee rights contained in the international conventions of the United Nations (UN), the International Labour Organisation (ILO), the Organisation for Economic Co-operation and Development (OECD) and the UN Global Compact initiative.

Your contribution as a supplier to the active implementation of this Code of Conduct to respect basic labour rights:

- They have internal regulations to ensure compliance with the applicable employee rights are guaranteed.
- They adhere to the principles of equal opportunities and equal treatment when recruiting employees and taking personnel measures, such as training and further training and promotion, i.e. discrimination based on race or skin colour, nationality, social origin, any disabilities, sexual orientation, political or religious beliefs, gender or age is not permitted.
- You do not employ any persons who are obliged to work for you on the basis of a law, an official decision or a court ruling, i.e. forced labour within the meaning of Convention No. 29 of the International Labour Organisation (ILO) is not permitted.
- You have established internal rules for dealing fairly with one another and check their compliance. Your employees are free to contact their superiors. Raise complaints without fear of reprisals. Behaviour (including gestures, language, and physical contact) will not be tolerated that is sexual, coercive, threatening, abusive or exploitative.
- You pay your employees a fair remuneration and keep relevant country-specific statutory minimum wages and working time limits.
- You accept the law applicable in the respective legal framework of the employees to form associations, such as trade unions, and to organise members into neither favour nor discriminate against employee organisations or trade unions. disadvantage.

## 5. Transparent business relationships

Openness and transparency are the key to credibility and trust in business dealings. **EMCLAB Instruments GmbH** expects suppliers and business partners to adhere to the following basic principles in particular:

### 5.1 Avoidance of conflicts of interest

The suppliers and business partners of **EMCLAB Instruments GmbH** make their decisions exclusively based on objective criteria and are not influenced by personal interests and relationships.

### 5.2 Prohibition of corruption

The suppliers and business partners of **EMCLAB Instruments GmbH** do not tolerate corruption. They shall ensure that their employees, subcontractors or agents do not give, offer or accept bribes, kickbacks, improper donations or other improper payments or benefits to or from customers, public officials or other third parties.

### 5.3 Gifts, hospitality and invitations

The suppliers and business partners of **EMCLAB Instruments GmbH** do not offer **EMCLAB Instruments GmbH** employees or third parties, either directly or indirectly, inappropriate advantages in the form of overpriced gifts, overpriced hospitality or overpriced invitations to exert undue influence. Nor do they solicit or accept such inappropriate benefits.

Advertising and occasional gifts voluntarily given to employees of **EMCLAB Instruments GmbH** by business partners may only be of a reasonable value and within a reasonable framework. When assessing what is considered appropriate, we are guided by a value of 50 euros per annum.

Invitations from business partners to meals or events must serve a business purpose, must not be unreasonably frequent and the hospitality must be provided in the context of normal cooperation and be proportionate to the occasion.

### 5.4 The state as a customer and dealing with authorities.

The suppliers and business partners of **EMCLAB Instruments GmbH** comply with the strict legal requirements when dealing with governments, authorities, and public institutions. When participating in public tenders, they observe the respective legal requirements and the rules of free and fair competition.

### 5.5 Consultants and intermediaries

The suppliers and business partners of **EMCLAB Instruments GmbH** shall only use **consultants or intermediaries** in accordance with applicable laws. They shall ensure that the remuneration paid to consultants or agents is only paid for consulting and agency services actually rendered and that the remuneration is commensurate with the service rendered.

## 6. Fair market behaviour

**EMCLAB Instruments GmbH** is a fair and responsible market participant and adheres to contractual obligations. **EMCLAB Instruments GmbH** expects the same from suppliers and business partners, in particular compliance with the following basic principles:

- **Honest**
- **Transparent**
- **Compliance with the agreements**

### 6.1 Free competition

The suppliers and business partners of **EMCLAB Instruments GmbH** comply with the applicable antitrust laws.

In particular, they do not enter into any anti-competitive agreements with competitors, suppliers or customers and do not abuse any dominant market position that may exist.

### 6.2 Export control

The suppliers and business partners of **EMCLAB Instruments GmbH** ensure compliance with all applicable laws for the import and export of goods, services and information.

### 6.3 Money laundering

The suppliers and business partners of **EMCLAB Instruments GmbH** only maintain business relationships with business partners of whose integrity they are convinced. They ensure that the applicable legal provisions against money laundering are not violated.

## 7. Business information

The suppliers and business partners of **EMCLAB Instruments GmbH** publish business data and report on their business activities truthfully and in accordance with the applicable laws.

### 7.1 Supply chain

A proportion of value creation also takes place in the supply chain at our suppliers. It is therefore important to us that our suppliers also ensure compliance with this Code of Conduct or an equivalent code of conduct of their own in their supply chain. and actively implement them.

We therefore expect our suppliers to comply with this Code of Conduct not only within their own organisation, but also to pass on and promote the standards we have summarised in this Code of Conduct to/at their own suppliers.

## 8. Protection of data, trade secrets and business assets

Confidential data, business secrets and company assets must be protected. **EMCLAB Instruments GmbH** expects suppliers and business partners to comply with the following basic principles in particular:

### 8.1 Data protection

The suppliers and business partners of **EMCLAB Instruments GmbH** observe all applicable laws for the protection of personal data of employees, customers, suppliers and other data subjects.

### 8.2 Protection of know-how, patents, trade, and business secrets

The suppliers and business partners of **EMCLAB Instruments GmbH** respect the know-how, patents, trade and business secrets of **EMCLAB Instruments GmbH** and third parties. They shall not disclose such information to third parties without the prior express written consent of **EMCLAB Instruments GmbH** or in any other unauthorised manner.

### 8.3 Dealing with company assets.

The suppliers and business partners of **EMCLAB Instruments GmbH** respect the tangible and intangible assets of **EMCLAB Instruments GmbH** and do not use them for unfair or non-commercial purposes.

You shall ensure that your employees as well as any third parties (such as subcontractors or representatives) employed by you within the scope of the business relationship neither damage the assets of **EMCLAB Instruments GmbH** nor misuse them, i.e. use them contrary to the interests of **EMCLAB Instruments GmbH**.

## 9. Consequences of violations of the Code of Conduct

If a supplier or business partner of **EMCLAB Instruments GmbH** does not adhere to the basic principles laid down in this Code of Conduct, **EMCLAB Instruments GmbH reserves the right** to terminate the supply relationship with this supplier or the business relationship with this business partner by extraordinary cancellation.

**EMCLAB Instruments GmbH** expressly reserves the right to verify sustained compliance with the obligations and principles of the Code of Conduct for Suppliers of **EMCLAB Instruments GmbH**. The following methods may be used for this purpose, the support of which must be ensured by the supplier or business partner through expert personnel:

- Self-Assessment,
- Supplier quality audit,
- event-related inspection.

The on-site inspection will only be carried out after prior notification by **EMCLAB Instruments GmbH**, only within normal business hours and only in accordance with the applicable law.



In addition, care is taken to ensure that neither the supplier's business activities are restricted nor that the supplier's confidentiality agreements with third parties are breached. All data is handled in accordance with the applicable legal provisions on the protection of personal data and data security as well as antitrust regulations.

## 9.1 Consequences of misconduct:

In the event of deviations from the principles of the Code of Conduct, it is clarified together with the supplier how corrections can be implemented sustainably within a reasonable timeframe.

All measures defined on the basis of the review are included in the **EMCLAB Instruments GmbH** supplier evaluation. The implementation of the measures thus influences the evaluation of the supplier's performance, the assessment of the supplier's future potential and the status of supplier approval.

In the event of a serious offence, the business relationship will be terminated.

## 10. Contractual obligation

**EMCLAB Instruments GmbH** understands the principles and requirements of this Code of Conduct as a minimum standard for sustainable supplier management. This Code of Conduct forms the basis of our business relationships and is therefore also an integral part of our purchasing contracts with suppliers or other contractual agreements with business partners.

In addition to **EMCLAB Instruments GmbH's** own commitment to the values of the Code of Conduct, the legally effective commitment of our suppliers and business partners to the principles of this Code of Conduct is a decisive component of the Gutbrod Compliance Programme.

Due to the contractual obligation of suppliers and business partners, **EMCLAB Instruments GmbH** has the right to draw appropriate legal consequences in the event of serious violations of this Code of Conduct, in particular the right to terminate the contractual relationship.

Our suppliers therefore undertake to comply with the provisions of this Code of Conduct for Suppliers and Business Partners of **EMCLAB Instruments GmbH** by signing and returning the attached declaration.

## ANNEX RETURN TO EMCLAB Instruments GmbH

**To**  
**EMCLAB Instruments GmbH**  
Attn. Mrs Anke Rehmann  
Kulturstraße 55  
D-47055 Duisburg

**From (please complete and sign and send to [info@emc-lab.de](mailto:info@emc-lab.de))**

Company: \_\_\_\_

Street: \_\_\_\_

Place: \_\_\_\_

Company representative: \_\_\_\_

We hereby confirm the Code of Conduct agreement with the company of the

**EMCLAB Instruments GmbH**  
in full.

Date / Signature: \_\_\_\_\_