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SMP Sintermetalle Prometheus GmbH & Co KG Ottostrasse 4 D-76676 Graben-Neudorf

# SMP Sintermetalle Prometheus GmbH & Co KG

## SUPPLIER CODE OF CONDUCT



Version January 2021



## SMP Sintermetalle Prometheus GmbH & Co KG

### SUPPLIER CODE OF CONDUCT

This SMP Supplier Code of Conduct defines the main principles underlying your business activities as one of our suppliers.

As reflected in the SMP Code of Conduct, SMP is committed to high standards of integrity, quality and sustainability. SMP has a 'zero tolerance' policy when it comes to unethical business behavior, such as bribery, corruption and forced labor. We expect all of our suppliers to adhere to similar standards and to conduct their business ethically.

As a supplier, you must comply with all applicable laws and regulations, the requirements set out in this SMP Supplier Code of Conduct and your contractual obligations to us.

#### 1. Business Ethics

You shall conduct your business in an ethical manner and compliant with the national and international legislation in force. In particular, you will

- Refrain from any and all forms of corruption, extortion and bribery, and specifically ensure that payments, gifts or other commitments to customers (including SMP employees), government officials and any other party are in compliance with applicable anti-bribery laws;
- Disclose to SMP information regarding potential conflicts of interest relating to your activities as an SMP supplier, including disclosure of any financial interest an SMP employee may hold in your business;
- Protect all confidential information provided by SMP and our respective business partners;
- Respect intellectual property of others, including SMP;

#### 2. Human Rights

You shall

- Refuse to make any person work against his or her will; and
- Respect the personal dignity, privacy and rights of each individual.



### **3. Labor Conditions**

You shall ensure fair labor conditions. In particular, you will

- Not tolerate or use child labor in any stage of your activities other than in accordance with all applicable laws and regulations;
- Refrain from employment discrimination based on gender, age, ethnicity, nationality, religion, disability, political affiliation or sexual orientation;
- Not use any forced labor, including but not limited to involuntary prison labor, victims of slavery and human trafficking and allow all employees the choice to leave their employment freely upon reasonable notice;
- Ensure that working hours, including overtime, do not exceed applicable legal requirements, and where such requirements do not exist, we recommend that working hours not exceed sixty hours per week including overtime and ensure that employees are allowed at least one uninterrupted day off per week.
- Compensate employees fairly and follow local wage regulations and/or collective agreements, and where these do not exist, compensate employees so at the minimum they can meet their basic needs.

### **4. Health, Safety and Environmental Management**

You shall provide a safe and healthy workplace for all of your employees and shall conduct your business in an environmentally sustainable way. In particular, you will

- Establish appropriate organizational structures and procedures for the effective management of health, safety and environmental risks.

### **5. Material Compliance and Conflict Minerals**

At SMP, we are determined to comply with regulatory and customer requirements regarding the prohibition and restriction of substances, including hazardous substances and conflict minerals. Therefore, suppliers shall ensure that the goods provided to SMP are in compliance with requirements covered under the scope of all relevant regulations. In particular, you will

- Declare to SMP substances which are listed in the "SMP List of Prohibited and Restricted Substances" and contained in the goods you supply to SMP;
- Implement a policy regarding conflict minerals and exercise due diligence to investigate the source of these minerals; and
- Respond in a timely manner to SMP's requests for evidence of your compliance with these requirements.



## 6. Secure Business and Procurement by Supplier

You shall conduct your business in a secure manner. In particular, you will

- Implement reasonable measures for minimizing exposure of SMP to security threats such as terrorism, crime, pandemics and natural disasters; and
- When visiting or working at SMP locations, follow SMP's security procedures and report any security concerns to the appropriate SMP channels.
- Select your own tier one suppliers providing goods or services directly or indirectly to SMP based on them agreeing to adhere to standards comparable to those set forth in this SMP Supplier Code of Conduct; and
- When working at SMP locations, only subcontract work with prior consent from SMP.

## 7. Inspections and Corrective Actions

On order to ensure and demonstrate compliance with the SMP Supplier Code of Conduct, you shall keep record of all relevant documentation, and provide to us supporting documentation upon request. To verify your compliance, we reserve the right to audit and inspect your operations and facilities, at our own cost and upon reasonable notice, with or without support of a third party. If the results of such an audit or inspection cause us to be of the opinion that you do not comply with this SMP Supplier Code of Conduct, you shall take necessary corrective actions in a timely manner, as directed by us. If you fail to comply with this SMP Supplier Code of Conduct, then we may take action against you, including suspending or terminating your activities as one of our suppliers.

SMP thanks you for being part of our journey.

Let's ensure the future together!

Sincerely,

Dipl.-Ing. Alexander Gemenetzis

Managing Director

Dipl.-Ing. Johannes Gemenetzis

Managing Partner

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Date, Signature and Company Stamp