

## Supplier Code

### 1. Purpose

The Supplier Code ("Code") of KASAG Swiss AG ("KASAG") defines the minimum standards that we ask our suppliers and their sub-tier suppliers ("the Supplier") to respect and to adhere to when conducting business with KASAG. This document supports the ongoing implementation of our commitment to compliance with international standards by every link of our upstream supply chain.

### 2. Scope

The standards of the Code set forth expectations for the Suppliers with whom KASAG does business, including their parent, subsidiary or affiliate entities, as well as all others with whom KASAG does business, including all employees (including permanent, temporary, contract agency and migrant workers), upstream suppliers and other third parties. It is the Supplier's responsibility to disseminate this Code among its employees, agents and sub-tier suppliers, and, where possible, verify compliance with this Code, where relevant.

### 3. Compliance

KASAG expects its Suppliers to adhere to all applicable laws and regulations and, in particular, in respect of the pillars detailed herein, and strive to comply with international and industry standards and best practices. In addition to the programme for responsible procurement, KASAG reserves the right to verify compliance with the Code (through internal or external assessment mechanisms).

### 4. Continuous Improvement

KASAG recognises that reaching the standards established in this Code is a dynamic process and encourages suppliers to continuously improve their operations. If the Supplier fails to do so, this shall directly impact its ability to do business with KASAG.

### 5. Application

Acknowledgement of the Code is a prerequisite for every KASAG supply contract. Through the acceptance of a purchase order that makes reference to the Code, the Supplier undertakes that all its operations are subject to the provisions of this Code. This Code, or demonstration of compliance with it, does not create any third-party beneficiary rights for the Supplier. The standards of the Code are in addition to, and not in lieu of, provisions of any legal agreement or contract between supplier and KASAG.

### 6. Human Rights

KASAG fully supports the United Nations Framework and Guiding Principles on Business and Human Rights and expects the Supplier to respect all human rights, including labour rights, throughout its business activities. The following minimum requirements must be fulfilled:

#### Freedom of Association and Collective Bargaining

The Supplier should grant its employees the right to Freedom of Association and Collective Bargaining in accordance with all applicable laws and regulations.

#### Forced Labour

The Supplier must under no circumstances use or in any other way benefit from forced labour. Forced labour refers to any form of indentured servitude such as the use of physical punishment, confinement, threats of violence as a method of discipline or control measures such as retaining employees' identification documents, passports, work permits or deposits as a condition of employment.

#### Employment Practices

The supplier shall only employ workers who are legally authorised to work in its facilities. Furthermore, the Supplier is responsible for validating employees' eligibility to work through appropriate documentation. All work shall be voluntary, and workers must be free to leave work and have the possibility to terminate their employment upon reasonable notice. To every extent possible, work must be performed on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from a regular employment relationship shall not be avoided through the use of labour-only contracting, subcontracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment. Nor shall any such obligations be avoided through the excessive use of fixed-term employment contracts. In the case of employment through third-party labour agencies, the Supplier shall comply with Convention No. 181 of the International Labour Organization on Private Employment Agencies.

#### Minimum Age for Employment

The use of child labour by the Supplier is prohibited. Pursuant to ILO Convention 138 on the Minimum Age, no child below the age of 15 is allowed to work. The provisions of Swiss law apply to Swiss suppliers.

#### Fair and Equal Treatment

The Supplier must treat its employees with dignity, respect and integrity:

- The Supplier undertakes not to discriminate on the grounds of race, colour, religion, gender, age, physical ability, national origin, sexual orientation, political affiliation, union membership, medical tests, or marital status.
- Any form of psychological, physical, sexual or verbal abuse, intimidation, threat or harassment must not be tolerated.
- The Supplier shall respect the privacy rights of its employees whenever it gathers personal data or implements employee monitoring practices.
- When the Supplier retains its own or contracted workers to provide security to safeguard its personnel and property, the Supplier will ensure that the security personnel apply the same standards on fair and equal treatment.

#### Working Time and Rest Days

The Supplier must ensure that its employees work in compliance with all applicable laws and mandatory industry standards pertaining to regular working hours, and overtime hours, including for breaks, rest periods, holidays, and maternity and paternity leaves.

In absence of law, the Supplier shall not require a regular work week of over 60 hours. The employees shall be allowed at least one day off after six consecutive days of work, and any overtime worked shall be voluntary and compensated at a higher rate. For Suppliers from Western European countries and the EU, the laws of the respective nations apply.

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## Wages and Benefits

The Supplier's employees must be provided with wages and benefits that, at a minimum, comply with national laws or industry standards, whichever are more stringent. Furthermore, it must comply with binding collective agreements (if any such exist), including regulations pertaining to overtime work and other premium pay arrangements. Wages should always be enough to meet basic needs for employees, and their dependents, and to provide some discretionary income. The Supplier must not apply disciplinary measure or any other forms of deductions from pay neither apply any forms of discrimination in employment and remuneration practices. For Suppliers from Western European countries and the EU, the laws of the respective nations apply.

## 7. Safety and Health

KASAG expects the Supplier's operating and management systems, as well as the Supplier's employees, to work to prevent occupational accidents and illnesses.

## Workplace Environment

The Supplier shall provide its employees with a safe and healthy working environment. As a minimum, drinking water, adequate lighting, temperature and ventilation, adequate sanitation, and personal protective equipment must be provided together with equipped work stations. In addition, facilities must be constructed and maintained in accordance with the standards set by applicable laws and regulations.

## Housing Conditions and Respect of Privacy

When provided by the Supplier, dormitory facilities shall be constructed and maintained in accordance with all applicable laws and regulations, and they shall be clearly segregated from the factory and production area. All dormitory buildings shall be clean and safe and workers must be able to enter and leave the dormitory buildings freely at any hour. Clean toilet facilities, access to potable water, and sanitary food preparation and storage facilities shall be provided. All dormitory facilities shall also provide workers with reasonable personal space, adequate heat and ventilation and clean showers and bathrooms.

## Emergency preparedness

The Supplier shall be prepared for emergency situations. This includes worker notification and evacuation procedures, emergency training and drills, appropriate first-aid supplies, appropriate fire detection and suppression equipment, and adequate emergency exits. The Supplier shall regularly train the employees.

## Product Quality and Safety

All products and services delivered by the Supplier must meet the quality and safety standards required by applicable law. When conducting business with or on behalf of KASAG, the Supplier must comply with the KASAG quality requirements.

## 8. Environmental Sustainability

KASAG requires the Supplier to comply with all applicable legal environmental requirements and demonstrate continuous improvement of its environmental performance.

## Environmental Permits and Reporting

The Supplier shall make sure that it obtains, keeps current, and follows the reporting guidelines of all the required environmental permits and approvals in order to be legally compliant in its actions at all times.

## Environmental Management System

The Supplier shall maintain an environmental management system suitable for its purposes, designed to identify, control and mitigate significant environmental impacts.

## Hazardous Materials and Product Safety

The Supplier shall identify hazardous materials, chemicals and substances, and ensure their safe handling, movement, storage, recycling, reuse and disposal. All applicable laws and regulations related to hazardous materials, chemicals and substances shall be followed. The Supplier shall comply with material restrictions and product safety requirements set by applicable laws and regulations. The Supplier shall ensure that key employees are aware of and trained in product safety practices.

## Resource Consumption, Pollution Prevention and Waste Minimisation

The Supplier shall optimise its consumption of natural resources, including energy and water. The Supplier shall implement sound measures to prevent pollution and minimise the generation of solid waste, wastewater and air emissions. Prior to discharge or disposal, the Supplier shall characterise and treat wastewater and solid waste appropriately and according to applicable laws and regulations.

## 9. Business Integrity

KASAG requires the Supplier to comply with all applicable ethical trade laws and regulations that apply in the countries where materials are sourced, produced and incorporated into KASAG products ("country of use"). In the case of services, the location of service delivery prevails.

## Anti-Bribery

The Supplier must never, directly or through intermediaries, offer, promise or accept any personal or improper advantage in order to obtain or retain a business or other advantage from a third party, whether public or private. The Supplier will not pay or accept bribes, arrange or accept kickbacks. Moreover, the Supplier shall not take any actions to violate, or cause its business partners to violate, any applicable anti-bribery laws and regulations.

## Grievance Mechanisms

The Supplier shall have systems in place enabling anonymous grievances, reporting and corresponding management. The Supplier shall continuously monitor the grievance mechanism, keep records on the issues raised and take appropriate actions on a confidential manner.

## Records

The Supplier shall maintain transparent and up-to-date books and records to demonstrate compliance with applicable materials, services, governmental and industry regulations.

## Origin

The Supplier shall be capable of disclosing all the potential sources of primary origins (country of origin) associated with deliveries made. KASAG reserves the right to ask the Supplier to create, at a certain point in time, full supply chain mapping back to origin to facilitate assessment of upstream supply chain compliance.

## Intellectual Property; Data Protection

The Supplier shall take appropriate steps to safeguard and maintain confidential and proprietary information of its business partners and use such information only for the purposes authorised for use by the contractual agreement. In the case of sub-contracting, sharing of confidential information is subject to the consent of KASAG.

## Conflict of Interest

The Supplier shall report to KASAG any situation that may appear to be a conflict of interest.

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## I. Reporting Violations

The Supplier shall report any suspected violation of regulations, laws and the KASAG Supplier Code. If violations occur, the Managing Director or a member of the senior management of KASAG must be informed. The contact information can be found at <https://www.kasag.com/firma/team/>.

## II. Supplier's Acknowledgement (if required by KASAG)

We, the undersigned hereby confirm that:

- We have received and taken due note of the contents of the KASAG Supplier Code
- We are aware of all relevant laws and regulations of the countries in which our company operates
- We will report to KASAG any case of violation of the Code
- We will comply with the Supplier Code requirements based on a continuous improvement approach and without amendment or abrogation.
- We will inform all of our employees/subcontractors of the content of the Supplier Code, and we will ensure that they also comply with the provisions incorporated therein.

We hereby authorise KASAG Swiss AG to carry out audits with or without notice at our premises and the business premises of our subcontractors at any time to verify compliance with the Supplier Code

Name of Company \_\_\_\_\_

Signature Stamp/Seal of Company \_\_\_\_\_

Name and Position \_\_\_\_\_

Registration Number / ID Number / Code / Number of the Company \_\_\_\_\_

Date and Place \_\_\_\_\_

This document must be signed by an authorised representative of the Supplier and returned to the requesting KASAG purchasing department.