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## Techno-Parts Business Partner Code of Conduct

### PREAMBLE

Techno-Parts is committed to ethical, lawful and socially responsible corporate management. It expects the same behaviour of all those with whom Techno-Parts conducts its business relations. Furthermore, Techno-Parts endeavours to optimise the sustainability of its corporate undertakings and its products continuously and encourages its business partners to be part of this endeavour.

This Business Partner Code of Conduct sets out the requirements that are expected of suppliers, sellers and business partners with respect to compliance with legislation and regulations, bribery and corruption, terms of employment and social benefits, child labour and the environment. Techno-Parts's aim is to collaborate with its business partners to ensure compliance with these requirements.

At the same time, it requires its business partners for their part to ensure that their employees, contractors, sub-contractors and their own business partners, with whom they collaborate for the supply of goods and services to Techno-Parts, comply with these requirements.

The Code of Conduct is an integral part of all contracts concluded between Techno-Parts and its business partners and as such is binding.

Accordingly, business partners agree to the following undertakings:

### 1. COMPLIANCE WITH LEGISLATION AND REGULATIONS

Partners must comply with all applicable national and international legislation and regulations including International Labour Organisation conventions and the United Nations' Universal Declaration of Human Rights, industry standards and all other relevant statutory requirements, whereby the regulations to be applied are those which set the strictest standards.

EN ISO 9001  
Certified Company



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Wir liefern ausschließlich zu  
unseren allgemeinen  
Geschäftsbedingungen.

We deliver exclusively under our  
terms and conditions of business.

## **2. BUSINESS INTEGRITY**

Business partners must conduct their business in a manner which is consistent with the highest ethical standards. Business partners must comply with all applicable legislation and regulations with respect to bribery, corruption, fraud and prohibited business practices.

## **3. TERMS OF EMPLOYMENT AND BENEFITS**

Business partners must recognise the basic rights of their employees and undertake to respect these and treat their employees with dignity and respect as understood by the international community. Business partners must comply with the following standards:

### **Free choice of employment:**

Employment is undertaken on a voluntary basis. The use of forced labour, bonded labour or indentured labour, compulsory labour and involuntary prison labour is strictly forbidden.

### **Prohibition of child labour:**

The use of child labour is strictly forbidden in accordance with the ILO standards, UN conventions and/or national legislation. Of these various forms of legislation, the form with the strictest standards is to be applied in each case.

### **Pay and benefits:**

All applicable legislation, regulations and industry standards governing pay and benefits are to be met. Salaries and benefits for an average working week must be at least the legal minimum or minimum industry standard and must always constitute a sufficient living wage for employees and their families. The use of deductions from salaries as a disciplinary measure is not permitted nor are deductions allowed which are not provided for in national legislation without the express agreement of the employee concerned.

### **Working hours:**

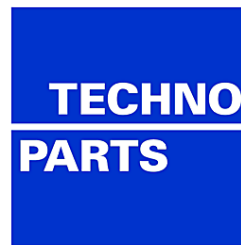
All applicable legislation, regulations and industry standards governing working hours are to be met. Under no circumstances should employees be required to work more than 48 hours per week on a regular basis. Overtime must be undertaken on a voluntary basis and must not exceed 12 hours per week. Employees must have at least one day off over a period of seven days.

### **Non-discrimination:**

Business partners must comply with all applicable statutory requirements prohibiting discrimination in recruitment and employment on the grounds of race, religion, age, nationality, colour, gender, sexual orientation, physical capabilities, physical health, political opinion, belief or other forms of differentiation prohibited by law.

### **Freedom of association and right to collective bargaining:**

Business partners must recognise the right of employees to form and join organisations of their own choosing which represent employees and include trade unions, and the right to collective bargaining.

**Health and safety:**

Business partners must offer their employees a safe and healthy workplace in compliance with all applicable legislation, regulations and industry standards. Harassment in the workplace will not be tolerated.

**Working conditions:**

Business partners must provide their employees with reasonable facilities to perform their work. Business partners must provide access to drinking water and sanitary facilities as a minimum and ensure that fire safety measures, access to emergency medical assistance and reasonable levels of light and ventilation are provided.

**4. ENVIRONMENT**

Business partners recognise that it is imperative to exercise responsibility for the environment when manufacturing products. Business partners must comply with all applicable environmental legislation, regulations and industry standards, such as requirements governing the treatment and discharge of industrial effluent, the management of emissions into the atmosphere, the recycling, processing and disposal of chemicals and waste, environmental licences and environmental reporting.

In order to meet these requirements, business partners must have an effective environment policy in place.

**5. COMMUNICATION AND IMPLEMENTATION**

Business partners must communicate the contents of this code effectively to all their employees and ensure that all the arrangements needed for compliance are duly implemented.

**6. DEALING WITH CONTRACTORS AND SUBCONTRACTORS**

Business partners must set up a suitable, documented system to ensure that all their contractors, subcontractors and business partners for their part meet the requirements of this code.

**7. MONITORING/RECORD-KEEPING**

Business partners must retain the documentation covering their own operations and those of their contractors, subcontractors and business partners needed as evidence of compliance with the code. Business partners must allow Techno-Parts access to this documentation and to all information related to compliance with the code on request.



## **8. CONFIRMATION OF COMPLIANCE**

In accepting an order from Techno-Parts, the business partner consents to respecting and complying with the latest version of this code in its entirety.

## **9. DEVELOPMENT OF CODE OF CONDUCT**

Techno-Parts will review this code of conduct on a regular basis and undertake modifications as and when necessary and appropriate. Business partners will always be advised of any important changes to the code.

Accepted by:

Company (company stamp)

.....  
Place and date

.....  
Signature