

Code of Conduct for IIG Suppliers

This Code of Conduct outlines the principles and requirements of IIG for its suppliers of goods and services regarding their responsibility toward people and the environment. IIG reserves the right to adapt the requirements of this Code of Conduct in accordance with reasonable changes in the IIG compliance program. In such cases, IIG expects its suppliers to accept these reasonable changes.

The supplier hereby declares:

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- **Compliance with Laws**
 - To adhere to the laws of the applicable legal jurisdictions.
- **Prohibition of Corruption and Bribery**
 - To not tolerate or engage in any form of corruption or bribery, including unlawful offers of payment or benefits to government officials to influence decisions.
- **Respect for Employee Rights**
 - To promote equal opportunities and treatment for employees, regardless of race, color, nationality, social origin, disability, sexual orientation, political or religious beliefs, gender, or age.
 - To respect the personal dignity, privacy, and rights of individuals.
 - To refrain from employing or forcing anyone to work against their will.
 - To prohibit unacceptable treatment of employees, including psychological pressure, sexual or personal harassment, or discrimination.
 - To forbid behavior (including gestures, language, and physical contact) that is sexual, coercive, threatening, abusive, or exploitative.
 - To ensure fair wages and comply with the national minimum wage laws.
 - To adhere to the legally defined maximum working hours.
 - Where legally permissible, to recognize the freedom of association and neither favor nor discriminate against members of labor organizations or unions.
- **Respect of Human Rights**
 - To respect human rights and commit to not allowing or supporting forced or slave labor.
- **Prohibition of Child Labor**
 - To employ no workers under the minimum age of 15 years. In countries qualifying for exceptions under ILO Convention 138, the minimum age may be reduced to 14 years.
- **Health and Safety of Employees**
 - To take responsibility for the health and safety of employees.
 - To mitigate risks and ensure optimal preventative measures against accidents and occupational illnesses.
 - To provide training and ensure employees are knowledgeable about workplace safety.
 - To establish and implement an appropriate occupational health and safety management system.

- **Environmental Protection**
 - To adhere to environmental protection laws and international standards.
 - To minimize environmental impact and continuously improve environmental protection.
- **Supply Chain**
 - To promote compliance with the Code of Conduct among their own suppliers.
 - To adhere to principles of non-discrimination in supplier selection and dealings.
- **Diversity and Inclusion**
 - To actively foster a work environment that promotes diversity and inclusion and combats discrimination.
- **Data Protection and Information Security**
 - To comply with country-specific data protection laws and take appropriate measures to protect sensitive information and prevent misuse or loss.
- **Business Ethics**
 - To act ethically in all business transactions, including transparency, integrity, avoidance of conflicts of interest, and compliance with competition laws.
- **Monitoring and Compliance**
 - IIG reserves the right to regularly verify compliance with the Code of Conduct through internal or external audits of suppliers. In cases of violations, IIG may take appropriate actions, ranging from warnings to termination of the business relationship.

Complain Mechanism

IIG provides a clear and accessible complaint mechanism to report violations of the Code of Conduct, especially regarding child labor, forced labor, human trafficking, and other grievances. Complaints can be submitted via:

- **Phone:** +49 209 97061-0
- **E-Mail:** Beschwerdemanagement@iig-grp.com
- **Mail:** Mailbox at Ulrichstr. 6, 45891 Gelsenkirchen (Subject: „Complaint Management“)

The mechanism is accessible to all employees, suppliers, and stakeholders.

- **Complaint Handling Process**
 - All complaints are promptly and carefully addressed by an independent and qualified entity to ensure fair and impartial handling. Complainants receive confirmation of receipt and updates on progress.
- **Accessibility**
 - The complaint mechanism is designed to be easily accessible. Information on its use is clearly communicated and readily available. Barriers related to geography, language, or other factors are addressed to ensure access, especially for minorities.
- **Protectio Against Retaliation**
 - IIG guarantees protection against retaliation for individuals who file complaints. Discrimination, disadvantage, or negative consequences for whistleblowers are strictly prohibited.
- **Confidentiality**
 - IIG ensures confidentiality for all complaints. Personal data will only be shared with explicit consent and in compliance with data protection laws.

Supplier Declaration

We hereby confirm:

1. We have received the "Code of Conduct for IIG Suppliers" (hereinafter "Code of Conduct") and commit to complying with its principles and requirements in addition to our obligations under our supply contracts with IIG.
2. We agree that this declaration is subject to the substantive laws of [[the Federal Republic of Germany](#)], excluding rules that refer to other legal systems.

Location, Date

Signature

Name (printed),

Position Company Stamp

This document must be signed by an authorized representative of the company and returned to IIG within 20 business days of receipt.