

Xella Group Code of Conduct

# Xella Supplier Code of Conduct



## Preamble

In all areas of business activity, Xella Group companies are subject to laws, regulations and other legal provisions. These form the framework for the business activities of the Xella Group by setting the norms and standards for production as well as for products and services, or by regulating behaviour in different markets and the interaction between the parties involved.

In order to guarantee its continued existence and the conditions for sustainable growth, Xella can only operate within this framework and must always adapt to changes to these conditions.

In our own Code of Conduct, we have defined binding rules of conduct for all employees of the Xella Group. For us it is a matter of course that all employees comply with the laws and regulations relevant for them and work with other employees to ensure their compliance.

We also expect our Suppliers to conduct responsible business dealings in the entire supply chain and to comply with all legal provisions and regulations. We consider the following topics particularly important:

- Commitment to the elimination of discrimination in respect of employment
- Commitment to the abolition of child labour and the elimination of all forms of forced labour
- Commitment to providing humane working conditions and the exercise of freedom of association and the effective recognition of the right to collective bargaining
- Avoidance of conflicts of interest
- Advocacy against all kinds of corruption, including bribery and blackmail
- Confidentiality, discretion and data protection
- Commitment to safety and environmental and health protection

The Supplier Code of Conduct describes the rules of conduct we consider so important in national as well as in international business transactions that they apply universally.

With this Supplier Code of Conduct, Xella is aligning itself with internationally recognised standards and norms, in particular the Global Compact and the International Labour Organisation (ILO) conventions. In particular, Xella requires compliance with the following principles from its Suppliers, their upstream suppliers, and any sub-contractors - as well as from Xella itself:

## **I. Compliance with Laws**

The Supplier complies with all applicable laws and regulations, which provide the framework for its participation in the market.

If, in countries in which the Supplier operates, statutory provisions or other rules apply which differ from the provisions of the Supplier Code of Conduct, the stricter rules must be adhered to.

## **II. Anti-Discrimination**

The Supplier does not tolerate discrimination or harassment of any kind in the work environment, be it, for example, on the basis of race, ethnic origin, gender, religion or belief, disability, age, sexual identity, political attitude, trade union activity or working in employee representation.

## **III. No Child Labour and Forced Labour**

Child labour and forced labour are prohibited.

The Supplier only employs people who are at least 15 years old according to the conventions of the International Labour Organisation (ILO). If, in a country where business premises are located, a higher minimum age for employment applies, this must be adhered to. In exceptional cases, a minimum age of 14 years is acceptable if, on the basis of Convention No. 138 of the International Labour Organisation (ILO), a statutory minimum age of 14 years applies in the country of employment.

The Supplier does not employ any person who provides work or service under the threat of any penalty and who has not offered themselves voluntarily, i.e. forced labour within the meaning of Convention No. 29 of the International Labour Organisation (ILO) is not permitted.

## **IV. Working Conditions and Freedom of Association**

The rules on working hours which are legally or contractually defined in the respective country or which are standard in the industry shall be complied with. The employees will be paid according to the minimum wage which is legally or contractually defined or which is standard in the industry. The Supplier grants the employees social benefits they are entitled to by law.

The right of all workers to freedom of association and collective bargaining is to be respected and will be implemented.

## **V. Anti-Corruption**

The Supplier does not tolerate any form of bribery or blackmailing or other forms of corruption. The Supplier will not give business partners and other third parties any inappropriate gifts, hospitality, privileges, amusements or other perks of any kind. The Supplier will also not accept such benefits.

As part of its business activity the Supplier may not - directly or indirectly - offer, promise, grant or request any unlawful benefits. No cash payments or other benefits may be granted or requested in order to influence decisions or to gain unlawful benefits.

In addition, the Supplier avoids conflicts of interest, which can arise on the basis of very close relations with business partners, competitors and other persons or institutions.

## **VI. Confidentiality, discretion and data protection**

The Supplier is obliged to observe operating and business secrets. Confidential documents and information may not be disclosed to or made accessible by any third party without authorisation, unless this information has been published or Xella has granted permission for this.

When collecting, processing and using personal data, the valid statutory provisions must be complied with.

## **VII. Occupational Safety, Health and Environmental Protection**

The Supplier shall comply with all applicable national regulations regarding occupational safety, health and environmental protection as well as product safety. The Supplier is in possession of all permits, licenses and registrations required in conjunction with its service and these are effective.

The Supplier is obliged to eliminate or reduce any risks related to its product or service so that the health of its employees, Xella's employees, neighbours and the public, as well as protection of the environment, is guaranteed. This includes the responsible and efficient use of resources, a reduction in the quantity of waste and emissions, as well as reducing the impact on climate and biodiversity in the planning, production and assembly of equipment and machinery as well as all other activities.

## VIII. Verification and Compliance

This Xella Supplier Code of Conduct is an appendix to each Supplier contract with the Xella Group and is therefore a permanent and mandatory part of the contract.

The Xella Group will revise this code on a regular basis and, where necessary and appropriate, make changes to it. Changes may be seen in the applicable Supplier Code of Conduct on the Xella homepage.

The Xella Group reserves the right to verify that the Supplier is in compliance with the code and in cases of non-compliance with the code, to assert and enforce all contractual claims, including demanding corrective measures and, if necessary, ending co-operation.

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