



CODE OF CONDUCT

Supplier Code of Conduct

This Code of Conduct applies to all our suppliers and is intended to ensure that we work only with companies that share our values and standards and support our vision of sustainable and responsible procurement.

Our suppliers are also expected to require their own Tier 1 suppliers- further along the supply chain- to adhere to fundamental principles in accordance with this or a comparable Code of Conduct.

Compliance with Global Guidelines

Compliance with globally established guidelines is expected of our suppliers and is a prerequisite for cooperation:

- UN-Charter of Human Rights
- ILO-core labour standards
- Principles of the Rio Declaration on Environment, adopted by the United Nations Conference on Environment and Development (UNCED)

This also includes compliance with all state-level regulations in the jurisdictions where the supplier operates.

Ökologische Environmental Responsibility – Environmental Protection, Climate Protection and Energy Efficiency

Environmental regulations must be complied with.

Environmental risks must be systematically identified and mitigated through appropriate measures. This applies to all areas- water quality, air quality, waste prevention. Chemicals must be handled responsibly and safely.

The company adheres to global goals for sustainable environmental protection. In this context, it strives to employ environmentally friendly production methods. In line with the principles of the United Nations Rio Declaration, the company manages natural resources (raw materials, energy and water) in a sparing and responsible manner. Energy efficiency is to be continuously improved through appropriate measures. Renewable energy sources are to be used wherever possible.

To limit global warming, the supplier must make efforts to significantly reduce greenhouse gas emissions.

Social Responsibility and Respect for Human Rights

Ethical Principles

The supplier is guided by universally accepted ethical values and principles, particularly, and human dignity.

The company rejects discrimination in hiring or employment, particularly discrimination based on race, ethnic or national origin, skin color, gender, mental or physical disability, age, religious beliefs, membership in an employee organization, or other personal characteristics. Equal rights for all genders specifically including women's rights are promoted.

Human Rights

Internationally recognized human rights are expressly and steadfastly supported. All employees must be treated with dignity and respect, including in cases involving disciplinary measures. Such measures may only be taken in accordance with applicable national and international standards and internationally recognized human rights.

Child Labor

Child labor and any form of exploitation of children and young people are rejected. The minimum age for admission to employment must not be lower than the age at which compulsory schooling ends and, in any case, must not be less than 15 years.

Forced Labor

Any form of forced labor, debt bondage, serfdom, or slavery is rejected. Employees must not be compelled to work either directly or indirectly through force or intimidation.

Remuneration, Employee Rights

All employees should receive a fair wage for full-time employment that is at least sufficient to cover basic needs. The right of employees to freedom of association, freedom of assembly and collective bargaining to the extent legally permissible and possible in the respective country is respected.

Working Hours

Working hours comply with applicable national law, industry standards, or relevant ILO conventions. Overtime must be carried out on a regulated basis.

Occupational Health and Safety

Appropriate systems must be established to prevent risks to employee health. Employees must be reliably protected against workplace hazards through suitable measures. Compliance with regulations ensuring occupational health and safety in the workplace is required.

Further Principles

Trade Secrets

The company and its employees treat the trade secrets of business partners confidentially. Disclosing confidential information to third parties or making it publicly available is prohibited. This obligation remains in effect for employees even after the termination of their employment.

Antitrust Law

The supplier commits to fair competition. Laws protecting competition - particularly antitrust law and other regulations governing competition - are observed.

Bribery, Accepting Bribes and Corruption

The supplier rejects bribery and corruption and does not tolerate such conduct among its own suppliers. No personal dependencies or obligations towards customers or suppliers may arise. In particular, employees must neither accept nor offer gifts that could reasonably be expected to influence business decisions. Where gift-giving is consistent with local customs and courtesy, care must be taken to ensure that no binding dependencies are created and that local legal standards are observed.

Money Laundering

The supplier complies with statutory obligations regarding the prevention of money laundering and does not participate in transactions intended to conceal criminal or illegally acquired assets. Before establishing business relationships, the company verifies the identity and reputability of its business partners. When making or receiving payments involving business partners, it looks for red flags indicating money laundering. Business processes are duly documented.

Data Protection and Data Security

Data protection and information security are high priorities. We expect our suppliers to implement appropriate measures to ensure confidentiality, integrity, and availability of data. In cases where a business relationship involves the processing of sensitive data, we require our suppliers to provide certification as proof of their data security measures.

Fair Competition and Antitrust Law

We promote fair competition and compliance with antitrust law in our business relationships and expect the same from our suppliers.

Whistleblowing and Protection against Retaliation

The supplier ensures that whistleblowers are protected against any form of retaliation or disadvantage and that their identities are treated confidentially. Reports must be taken seriously and followed up appropriately.

Responsibility in the Supply Chain

MEGWARE Computer Vertrieb und Service GmbH is aware that responsible conduct within supply chains is becoming increasingly important.

When selecting our suppliers, we take into account whether they have also committed to responsible conduct and apply either this code of conduct or an equivalent one.

The supplier hereby undertakes to comply with the Code of Conduct of MEGWARE Computer Vertrieb und Service GmbH.