

This Code of Conduct for suppliers defines the requirements which are to be met by KEYMILE's suppliers and their subcontractors and is basis for the initiation of all business relationships.

The defiance of above mentioned requirements may result in the cancellation of delivery agreements and may be the cause for termination of the entire business relationship.

The following specifications have to be observed:

- UN's Universal Declaration of Human Rights,
- Conventions of the International Labour Organisation (ILO)
- country-specific statutes
- official requirements

### **1. Corruption**

We do not tolerate any form of direct or indirect corruption (e.g. corrupt money or gratuity) at the onset as well as during the business relationship.

### **2. Exclusion of Forced Labour and Disciplinary Measures**

Any form of forced labour (e.g. by withholding identification papers), the use of physical punishment, mental or physical duress as well as verbal abuse is prohibited.  
*cf.: ILO Convention 29 and 105*

### **3. Child Labour**

Child labour (younger than 15 years) is prohibited. Should the national statutes impose a higher age, they shall apply.

*cf.: ILO Convention 79, 138, 142 and 182*

### **4. Occupational Health and Safety**

The employer must guarantee health and safety in the workplace. The legal standards must be observed. Rules and procedures to ensure health and safety must be introduced in order to prevent accidents and injuries during work.

*cf.: ILO Convention 155, 164 and 190*

### **5. Employee rights**

#### **5.1 Working hours**

Working hours shall correspond with the current national regulations and industry standards; in each case the strictest regulation shall apply. The weekly work time shall not regularly exceed 48 hours. Overtime work must be on a voluntary basis. Every employee shall have the right to take at least one day off after six successive work days.

*cf.: ILO Convention 1 and 14*

## **5.2 Remuneration**

The remuneration for regular work hours and overtime must correspond to the statutory minimum or industrial standards.

The employees must receive all services specified in law.

*cf.: ILO Convention 26 and 131*

## **6. Freedom of Association and the Right to Collective Negotiations**

The right of the employees to establish organizations, to join them and to conduct collective negotiations must be respected. Employee representatives are to be protected against discrimination.

*cf.: ILO Convention 87, 98, 135 and 154*

## **7. Discrimination**

All employees shall have the right to equal opportunities and equal treatment. Any discrimination shall be prohibited.

*cf.: ILO Convention 110, 111 and 159*

## **8. Environmental Protection**

Responsibility for the protection of human life and the environment has to be ensured by means of preventative actions and the application of environmentally friendly measures. Environmental awareness is to be promoted. Procedures and standards for reducing the waste of resources, reducing emissions and for waste management must correspond to or exceed the statutory minimums.

*e.g. in accordance with ISO 14001*

## **9. Conflict Mineral**

The extraction of 3TG minerals (Tin, Tantalum, Tungsten, Gold) may cause violent conflicts in the producing country and/or help to finance armed rebels.

According to the „Dodd Frank Act“ the 3TG minerals shall only be used if they are not extracted in the considered region or else are processed by certified smelters of that region.

Suppliers are generally required to source the 3TG from smelters whose due diligence practices have been validated with an independent third party audit program.

*Cf.: "Dodd Frank Act, Section 1502"*