

## 1. General

The basic principles listed in the global compact of the United Nations (United Nations Global Compact) are the basis of the actions of AIP GmbH & Co. KG. To support the implementation together with our business partners, we have established a sustainability policy that also requires our suppliers of goods and services to protect and respect general human rights and laws and to demand the same from their own suppliers. We also encourage our suppliers to introduce codes of conduct with requirements for ethical and sustainable action for themselves and their employees. It is the supplier's responsibility to promote and pass on compliance with the principles listed below in their own supply chain in the best possible way. AIP GmbH & Co. KG expects all suppliers, whether direct or indirect suppliers, to comply with the following principles:

## 2. Social sustainability

### 2.1 Compliance with human rights

Suppliers are requested to respect internationally recognized human rights and to promote compliance with them. In all business activities within their own sphere of influence, suppliers should ensure that they themselves, their business partners and their suppliers do not commit human rights violations or are involved in them.

### 2.2 Prohibition of Forced Labor

Any forced and compulsory labor is prohibited. The supplier must not force workers to provide their ID or passport as a condition of employment.

### 2.3 Prohibition of Child Labor

Child labor may not be used in any phase of production or processing. Suppliers are requested to comply at least with the ILO conventions on the minimum age for admission to employment and the prohibition of child labor. Children must not be inhibited in their development. Your safety and health must not be compromised.

### 2.4 Fair wages, working hours and benefits

Compensation and social benefits must comply with the basic principles regarding minimum wages, applicable overtime regulations and statutory social benefits. Working hours and non-working times must at least comply with applicable laws, industry standards or relevant ILO conventions, whichever is stricter.

## 2.5 Equal Opportunities / Ban on Discrimination

Suppliers are obliged to maintain equal employment opportunities and to refrain from any form of discrimination. Employees must not be discriminated against, for example because of their descent, origin, nationality, skin color, religion, ideology, political and trade union activity, gender, sexual orientation, age, disability, illness or pregnancy.

## 2.6 Freedom of Association

Businesses should uphold freedom of association. It must be ensured that employees can openly discuss working conditions with company management without having to fear disadvantages.

## 2.7 Occupational Health and Safety

As an employer, the supplier guarantees safety and health protection at work at least within the framework of the applicable national regulations and supports constant further development to improve the working environment.

# 3. Business Ethics and Compliance

## 3.1 Compliance with Laws

The highest level of integrity is expected in all business activities and relationships. Suppliers are requested to refrain from any form of fraud or embezzlement, bankruptcy crimes, corruption, granting of advantages, bribery or corruption. The supplier is obliged to comply with all laws and regulations applicable to him and the business relationship with AIP GmbH & Co. KG.

## 3.2 Financial Responsibility

The supplier undertakes to report all business transactions in its books in accordance with established procedures and auditing principles and generally accepted accounting principles. These records contain the necessary information about the respective transactions.

## 3.3 Privacy

The supplier undertakes to exercise the utmost care and strict confidentiality and to comply with applicable laws and regulations when collecting, storing, processing or transmitting personal data from employees, customers or other third parties.

## 3.4 Fair Competition

Laws that protect and promote competition, especially antitrust laws, must be obeyed. Businesses must respect fair competition and abide by the prohibition of collusion with competitors and other actions that impede the free market.

## 3.5 Sustainable Procurement

The supplier must avoid the procurement and use of raw materials that have been obtained illegally or through ethically reprehensible or unreasonable measures. The use of raw materials such as conflict minerals that are affected by embargoes or other import restrictions must be excluded.

## 3.6 Prohibition of Corruption and Bribery

Any kind of corruption is to be avoided. In particular, bribery, bribery payments and extortion are prohibited in order to influence representatives of business partners, politics, administration, the judiciary or the public.

## 3.7 Disclosure of Information

If the supplier discloses information on business activities, structure, financial situation and performance, this is only in accordance with the relevant regulations and standard industry practices. Manipulation of records and misrepresentation of supply chain conditions and procedures will not be tolerated.

## 3.8 International Trade Controls

Supplier will comply with export control regulations applicable to its business and will provide accurate and truthful information to customs and other authorities as required.

## 3.9 Protection of Trade Secrets

Suppliers are obliged to treat as business secrets all commercial and technical details that are not obvious and of which they become aware through the business relationship.

## 3.10 Avoiding Conflicts of Interest

The supplier makes decisions based on factual considerations and does not allow himself to be guided by personal interests in an inadmissible manner.

# 4. Sustainability in environmental protection

## 4.1 Responsible Sourcing of Raw Materials

The supplier supports activities that ensure responsible procurement of raw materials. The procurement and use of raw materials that have been obtained illegally or through ethically reprehensible or unreasonable measures must be avoided. In particular, the use of raw materials that are affected by embargoes or other import restrictions (e.g. conflict minerals) must be excluded. The supplier therefore undertakes to identify these raw materials in manufactured products in the supply chain and to disclose the origin and sources of supply of the raw materials they use on request.

# Sustainability requirements to suppliers and business partners



## 4.2 Environmentally friendly production

Optimum environmental protection must be guaranteed in all phases of production. This includes a proactive approach to avoiding or minimizing the consequences of accidents that can have a negative impact on the environment. Particular importance is attached to the application and further development of energy and water-saving, waste-avoiding and clean-air technologies - characterized by the use of strategies for emission reduction, reuse and recycling.

## 4.3 Eco-Friendly Products

All products manufactured along the supply chain must meet the environmental protection standards of their market segment. This includes the complete product life cycle as well as all materials used. Chemicals and other substances that may pose a hazard if released into the environment must be identified. Hazardous materials management must be set up for them so that they can be safely handled, transported, stored, reprocessed or reused and disposed of using suitable procedures.

## 5. Implementation of the sustainability policy

### 5.1 Basis for Business

AIP GmbH & Co. KG regards compliance with the requirements formulated in this document as binding for the respective business relationship.

### 5.2 Measures in the supply chain

We also expect suppliers to ensure their subcontractors/suppliers comply with this policy. You are requested to pass on the contents of this guideline to all those involved in your supply chain and to actively promote compliance with it.

### 5.3 Reporting Violations (“Whistleblowing”)

Whistleblowers can help to ensure that grievances are remedied and damage can be limited or even prevented. In order to protect whistleblowers from retaliatory measures, AIP GmbH & Co. KG has set up a reporting address at [isb@aip-automotive.de](mailto:isb@aip-automotive.de). Reports received here are treated with the utmost confidentiality by our information security officer. These principles must also be observed and ensured by the subcontractors.

AIP GmbH & Co. KG

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