



# SUPPLIER CODE OF CONDUCT

April 2025

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Minova is committed to ecological and socially responsible corporate management and to respecting human rights. Minova also expects its suppliers to observe these principles. This Supplier Code of Conduct ("Code") serves as the basis for the joint implementation of these principles. The following regulations are binding for the cooperation between Minova and its suppliers:

- > This Code applies if a supplier maintains a business relationship with Minova.
- > The principles of this Code should be followed along the entire value chain.
- > Minova expects its suppliers to implement these principles with their own suppliers and subcontractors.
- > Compliance with the requirements of this Code does not exempt suppliers from fulfilling other requirements arising from the laws and other legal provisions applicable to them.

## 1.0 - ACT WITH INTEGRITY

**Law and Regulations:** Suppliers must comply with all applicable laws and regulations. This includes an understanding of all laws and regulations relevant to their work. If certain practices are allowed under laws but not permitted under Minova requirements, suppliers must comply with Minova's requirements beyond applicable laws and regulations.

**Corruption and Money Laundering:** Any behaviour that could give the impression of improperly influencing business decisions is prohibited and suppliers must always act with integrity and comply with all applicable anti-corruption laws. In this respect, suppliers must not tolerate bribery of any kind, whether to a public official or a private individual. Laws to combat money laundering and terrorist financing must be complied with.

**Anti-Trust and Competition:** Suppliers must be committed to fair and unhindered competition and must refrain from restrictive agreements with competitors, suppliers, distributors, dealers, and customers as well as practices that restrict competition. This includes, without limitation, any price agreements with competitors, the allocation of customers or sales territories between competitors, anti-competitive boycotts, and the unlawful exchange of competitively sensitive information with competitors.

**Conflicts of Interest:** Suppliers must avoid conflicts of interests with their obligations towards Minova and take steps to declare and manage any conflicts, including in respect of their workers.

**Cyber Security and Data Privacy:** Suppliers must manage cybersecurity and data protection to good industry practice and in accordance with relevant data protection and data privacy laws. In this regard, suppliers undertake to protect the personal and confidential data of employees and customers.

**Harassment and Discrimination:** Suppliers must provide a work environment free from harassment and must have in place processes for appropriate actions. Harassment may include, but is not limited to, offensive sexual flirtations, unwanted sexual advances or propositions, verbal abuse, sexually or racially degrading words, or the display in the workplace of sexually suggestive objects or pictures. Any form of discrimination against employees and applicants must be avoided and actively prevented. In particular, no one may be discriminated on the basis of skin colour, gender, age, religion or ideology, social background, state of health, ethnic origin, nationality, membership of employee organizations, political membership or political opinion, or sexual identity. This applies in particular to the recruitment of employees and to their training, promotion and remuneration. Decisions relating to suppliers, customers, contractors, and other stakeholders must also be based on merit or otherwise non-discriminatory.

## 2.0 - RESPECT HUMAN RIGHTS AND SOCIAL STANDARDS

**International Standards:** Suppliers must respect internationally recognized human rights as set out in the United Nations (UN) Universal Declaration of Human Rights and in a manner consistent with the UN Guiding Principles on Business and Human Rights.

**Freedom of association:** Suppliers shall support and respect the rights of freedom of association and collective bargaining in accordance with applicable laws and regulations.

**Minimum Wages:** Wages and benefits must satisfy national legal standards. In jurisdictions without minimum wage legislation, suppliers must seek to establish a living wage that provides an adequate standard of living for all employees and their dependents.

**Modern Slavery and Child labor:** Suppliers must not provide employment to anyone under the age of 15. Suppliers must also pro-actively eliminate modern slavery and all forms of child labor from their supply chains.

**Health and Safety:** Suppliers must provide a safe working environment for their workers, assess the health and safety risks in their operations and implement appropriate controls. In this respect, suppliers must have a zero-tolerance approach towards unsafe behaviour, conduct risk assessments, train their workforces and grant unrestricted access to water and sanitary facilities. Suppliers' products must meet all applicable product safety specifications.

## 3.0 - PROTECT OUR ENVIRONMENT

**Conflict minerals:** Suppliers must ensure that no products are used that contain "conflict minerals" that directly or indirectly finance armed groups or cause human rights violations, as described in Annex II of the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas (OECD DDG). Minova expects suppliers to fulfil their due diligence obligations for mineral supply chains in accordance with the recommendations of the OECD DDG.

**Climate:** Minova is committed to reduce its total Green House Gas (GHG) emissions and encourages its suppliers to find cost-effective solutions to improve energy efficiency and minimize energy consumption and GHG emissions. Suppliers must provide the required carbon footprint data for products and services delivered to Minova upon request.

**Environment:** Suppliers must be ensured that all applicable national environmental standards and international conventions on environmental standards are complied with. This applies to regulations on operational and product-related environmental protection.

#### 4.0 - REPORT VIOLATIONS

Any breach of this Code can be reported to Minova via following channel:







ALWAYS SAFETY >>>>