

Code of Conduct

1 Introduction

Explanation

BURG Lüling GmbH & Co. KG (hereinafter also referred to as "BURG") sees sustainability as one of the key issues of our time and regularly incorporates relevant considerations into its business decisions. In addition, other social aspects such as human rights and working conditions are also given great consideration. This Code of Conduct applies to all suppliers, consultants, brokers, sales representatives, dealers, contractors, agents and other providers of goods and services of BURG. BURG intends to keep this Supplier Code of Conduct in force indefinitely, but reserves the right to amend, replace or withdraw the Supplier Code of Conduct in any way with or without giving reasons.

2 Ethics

Transparency, trust, cooperation

For BURG, acting transparently is the necessary basis for a trusting, long-term and successful cooperation with suppliers.

Integrity in business transactions

Any form of corruption, extortion, embezzlement, money laundering and misappropriation will not be accepted by BURG and the Suppliers. Suppliers may not offer or accept bribes or similar illegal inducements in their business dealings with business partners and public officials. In addition, Suppliers may not offer gifts or other benefits for personal gain to BURG employees. Under no circumstances may hospitality be used to unfairly influence business relationships.

Compliance with legal regulations

BURG complies with all applicable laws, regulations and rules in the countries in which BURG operates.

Free and fair competition

Suppliers are committed to fair and free competition. The Competition and antitrust regulations must be complied with. In particular, suppliers may not enter into any anti-competitive agreements with third parties and may not abuse any dominant market position.

Minerals from conflict areas

Suppliers may not supply BURG with products containing metals whose source minerals and / or derivatives originate from a conflict region in which they directly or indirectly contribute to the financing or support of armed groups or cause or promote human rights violations.

Notification of unlawful conduct

Suppliers encourage employees, other suppliers and persons to report possible unlawful behavior. The person making the report must not suffer any disadvantages as a result of the report itself; in particular, suppliers must not draw any contractual consequences from it. The reports must be treated confidentially,

and the facts received must be thoroughly investigated. If unlawful conduct is confirmed, BURG expects that appropriate measures will be taken immediately to stop it.

Data protection, confidential information and intellectual property

Suppliers shall comply with all applicable data protection laws. They are responsible for ensuring that confidential business information or trade secrets that come to their knowledge in connection with business activities with BURG are kept strictly confidential and are not used or disclosed to third parties in an unauthorized manner. Furthermore, the Suppliers shall protect and ensure BURG's intellectual property as Confidential Information.

3 Human rights, labor rights and health

Human rights

Respect for human rights is an essential part of corporate responsibility. BURG expects its suppliers to respect and support human rights. Suppliers must ensure that they respect the rights of their employees and treat their employees in accordance with the recognized guidelines of the international community.

Rejection of forced labor and human trafficking

BURG rejects all forms of forced labor and human trafficking and does not tolerate them under any circumstances. BURG therefore also expects its suppliers to ensure that employment relationships are voluntary and that employees can terminate them at any time of their own volition.

Prohibition of child labor and protection of young workers

BURG does not tolerate child labor of any kind. The definition of child labor is based on the core labor standards of the International Labor Organization and the principles of the United Nations Global Compact. The minimum age for employment must be observed by suppliers in accordance with the applicable national regulations. The relevant statutory protective provisions must be observed when employing young workers.

Anti-discrimination, diversity and integration

Suppliers may not discriminate or tolerate discrimination on the basis of personal characteristics such as age, social origin, sexual orientation, religion, gender, political opinion, ethnic origin, marital status or other legally protected characteristics.

Dealing with employees

BURG expects its suppliers to promote equal treatment. In addition, all employees should be treated fairly, with respect and dignity and free from harassment, bullying or intimidation.

Occupational health and safety and fire protection

Suppliers must comply with the applicable national occupational health and safety laws and fire protection laws. A safe, hazard-free and health-promoting working environment for employees must be guaranteed.

Working conditions, remuneration, working hours and sanctions

Suppliers must comply with the applicable national legal provisions and the applicable ILO standards for working conditions. The same applies to the applicable remuneration and working time conditions.

Suppliers shall fully comply with the applicable laws and regulations on minimum wages and undertake to pay at least the statutory minimum wage on time.

Freedom of assembly

In accordance with local laws, BURG suppliers must recognize the right of employees to freely associate, form and join trade unions or employee representative bodies and to bargain collectively. BURG expects suppliers not to discriminate against employees who are involved in employee representation.

Illegal work

Suppliers will only deploy employees who have a valid employment contract and a work permit valid for the respective country, who are duly registered with German social security institutions or those operating in the respective country of manufacture or service, and for whom all taxes, duties and contributions are paid in accordance with the statutory provisions.

4 Environment, sustainability, climate protection and improvement

Environmentally conscious action

Suppliers must comply with all environmental laws. Their actions should always be geared towards the careful use of natural resources. Appropriate measures should be taken to achieve continuous improvements in order to reduce energy consumption and environmental impact.

Sustainability and climate protection

BURG encourages its suppliers to commit themselves to sustainability that lasts for generations. Their actions should be based on corresponding advances in sustainability and on what is technically and organizationally possible. The sustainable protection of our planet by avoiding harmful CO₂ emissions is a top priority for suppliers and service providers.

Processing of data and information

Information and data must be stored securely and protected against theft by third parties and/or espionage. Appropriate measures must be taken to maintain business operations and must be permanently maintained by means of security precautions.

5 Implementation

Compliance with the regulations

BURG is entitled to verify compliance with the principles set out in this Code by means of self-disclosure, audits or other suitable procedures.

Non-compliance with the regulations

In the event of violations of the principles formulated in this Code, BURG reserves the right to stop the business relationship with this Supplier. BURG also reserves the right to take alternative measures if the Supplier can demonstrate that it has taken reasonable precautions to prevent future violations.

Compliance with the supply chain

The principles set out in this Code must be followed throughout the supply chain. Suppliers shall therefore draw the attention of their business partners to the provisions of this Code and demand compliance with them.

Reporting violations

BURG must be informed immediately of any suspected violation of this Code.

Signature: 
Achim Lüling (CEO)