

CoC CSR Supplier Guideline

Registration Number: GD_100645

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LIST OF CONTENT

- 1 Goal and field of Application..... 2
- 2 Abbreviations, terms and definitions 2
- 3 Description 3
 - 3.1 Child Labor..... 3
 - 3.2 Wages and benefits 3
 - 3.3 Working Hours 3
 - 3.4 Freedom of association and collective bargaining 3
 - 3.5 Harassment..... 3
 - 3.6 Forced labor 3
 - 3.7 Non – Discrimination 4
 - 3.8 Corruption, extortion and bribery..... 4
 - 3.9 Privacy 4
 - 3.10 Counterfeit parts 4
 - 3.11 Financial responsibility – accurate records 5
 - 3.12 Disclosure of Information 5
 - 3.13 Fair competition – Anti-trust 5
 - 3.14 Conflicts of interest 5
 - 3.15 Intellectual property..... 5
 - 3.16 Export controls and economic sanctions..... 5
 - 3.17 Protection of Identity 6
 - 3.18 Non – Retaliation 6
 - 3.19 Health and Safety 6
 - 3.20 Energy consumption and greenhouse emissions..... 6
 - 3.21 Natural Resources Management and Waste Reduction 7
 - 3.22 Responsible Chemical Management 7
 - 3.23 Water Quality and Consumption 7
 - 3.24 Air Quality 7
 - 3.25 Environmental Protection 8
 - 3.26 Conflict Minerals 8
 - 3.27 Declaration of the Supplier..... 8

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1 Goal and field of Application

Miba - Supplier CSR Code of Conduct:

Corporate Social Responsibility and sustainability Code of conduct for Suppliers

Preface:

Our mission: “Technologies for a greener planet” drives us forward to contribute our share for a cleaner planet.

Our technology and innovations are focused to develop and produce components in a sustainable way. Nevertheless, all our efforts will not be enough as long as we are not successfully involving our supplier.

Therefore we ask all our suppliers, regardless which kind of products or services they provide for Miba, to engage in this mission and contribute their share to this Important objective.

We expect all our Suppliers to recognize and formally approve this code of conduct.

Scope and fields of application:

CSR code of conduct is employable for all kind of suppliers which are providing any kind of products or services to Miba AG and/ or to all associated sites of Miba.

We expect our suppliers to pass on these requirements on, to their suppliers and observe adherence in an adequate way.

For the particular group of supplier’s that are in possession of an approved frame-contract (Rahmenvertrag) with any Miba site additional contents and requirements from “Miba Code of Conduct” apply in addition to this Miba Supplier CSR Code of Conduct.

Audit Right:

Supplier confirms audit right for Miba supplier representative to review and evaluate implementation and adherence of obligations described in this CSR code of conduct.

Waiver of Supplier CSR CoC:

If applicable, an appropriate CSR & Sustainability document of supplier may replace this COC and waiver supplier from approving Miba’s Supplier CSR CoC in case of:

- is a formal and controlled document
- covers **all** requirements of this CSR-COC
- is shared, crosschecked and acknowledged by Miba **Procurement** representative.

Nevertheless, Miba’s Audit right remains effective.

2 Abbreviations, terms and definitions

QAA Quality assurance agreement
CSR Corporate social responsibility
CoC Code of conduct

CoC CSR Supplier Guideline

Registration Number: GD_100645

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3 Description

3.1 Child Labor

Miba doesn't accept child labor. Supplier shall not directly or indirectly employ children below the minimum age of 15, unless the exceptions recognized by the ILO 138 Minimum Age Convention (article 6, 7) apply. Supplier shall have a child labor policy. If a child is found performing work in our supply chain, Supplier is responsible to identify measures to ensure the protection of the affected child. Supplier shall ensure that legally young workers under 18 years of age do not work overtime or at night and are protected against conditions of work which are harmful for their health, safety, morals or development.

For all items dealing with human rights at work, supplier shall obey respective content in SA 8000 published by SAI (social accountability international).

3.2 Wages and benefits

Supplier shall pay wages and benefits minimum applicable legal governmental or industrial standard wages, or wages agreed under a collective bargaining agreement, whichever are the highest. Wages and benefits shall be paid on time, regularly and in a transparent way. The level of the wages shall reflect the level of skills and qualifications and shall refer to regular working time. Overtime shall be announced beforehand and compensated with a premium overtime rate.

Supplier shall not withhold payments, apply penalties or make any deductions from wages, unless prescribed by law or fixed by collective agreement.

3.3 Working Hours

Supplier shall comply with all applicable local laws regulating working and resting hours and maximum consecutive days of work.

Supplier shall ensure that hours worked beyond the normal work week are voluntary, unless a collective bargaining agreement allows for required time under certain conditions and /or, if lawful in exceptional circumstances. Supplier shall record working hours aiming to demonstrate that all applicable laws and requirements regarding working hours are observed.

3.4 Freedom of association and collective bargaining

Supplier shall respect the basic right of employees to freely, voluntarily and without interference establish and join, or not join, unions and employee representation of their own choice and to bargain collectively. In case labor-unions are forbidden by law supplier shall facilitate in-house communication.

3.5 Harassment

Supplier shall ensure that there is no harsh and inhumane treatment including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers; nor is there to be the threat of any such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

3.6 Forced labor

Supplier shall ensure that they do not engage in any form of forced, bonded, compulsory, trafficked,

CoC CSR Supplier Guideline

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modern slavery or non-voluntary labor. Supplier shall work proactively against forced labor and act with special carefulness when recruiting migrant workers, both directly and indirectly. Neither Supplier nor any entity supplying labor to the organization shall withhold any part of any personnel's salary, benefits, property or documents in order to force such personnel to continue working for the organization.

Supplier shall permit mobility during breaks and provide access to drinking water and sanitary facilities. Supplier shall provide all employees with a written contract in a language understood by them. Supplier shall refrain from intimidation of security staff and harassment for execution of labor. Supplier shall only employ workers who are legally allowed to work in the country where work is conducted.

3.7 Non – Discrimination

Employees shall be selected, employed and supported on basis of their qualifications and capabilities. Supplier shall not practice any form of discrimination based on gender, age, religion or other belief, caste, social background, disability, ethnic, national or territorial origin, nationality, union membership or membership in any other legitimated organization, political affiliation or opinion, sexual orientation, gender identity or expression, family responsibility, marital status, disease, pregnancy, or other conditions that could give rise to discrimination.

3.8 Corruption, extortion and bribery

Supplier shall reject and prevent all forms of corruption and comply with all national or international laws.

Supplier must ensure that their employees, subcontractors and other representatives do not grant, offer or accept bribes, facilitation payments, inadmissible donations or other inadmissible payments or undue benefits to or from customers, officials or other business partners.

Supplier shall have a zero-tolerance policy for all forms of bribery, corruption, extortion and embezzlement.

Supplier shall prohibit promising, offering, authorizing, giving, or accept something of value, either directly or indirectly through a third party, aiming to obtain or retain business, direct business to any person, or otherwise gain an improper advantage.

3.9 Privacy

Supplier shall protect the personal data of employees, former employees, customers, suppliers and other persons concerned. Supplier shall comply with privacy and information security laws and regulatory requirements.

Supplier shall refrain from using personal data for any purposes beyond the scope of the business arrangement.

Supplier shall put in place appropriate measures to respect privacy and to protect personal data against loss and unauthorized access or use, including confidential, proprietary and personal information.

3.10 Counterfeit parts

Supplier shall implement and maintain processes appropriate to their products and services to minimize the risk of introducing counterfeit parts and materials into deliverable products.

CoC CSR Supplier Guideline

Registration Number: GD_100645

The removal or wrongful use of this document shall be prohibited, document only valid on print-out date

Supplier shall establish effective processes to detect counterfeit parts and materials and, if detected, quarantine the materials and notify Miba and the Original Equipment Manufacturer (OEM) customer and/or law enforcement as appropriate.

Supplier shall confirm that any sales to non-OEM customers are compliant with local laws and those products sold will be used in a lawful manner.

3.11 Financial responsibility – accurate records

Supplier shall accurately record, maintain, and report business documentation including, but not limited to, financial accounts, quality reports, and submissions to customers or regulatory authorities are expected to be maintained in accordance with applicable law and generally accepted accounting principles.

Supplier shall act in accordance with generally accepted accounting practices and the accounting records must show the nature of all transactions in a correct and non-misleading manner.

3.12 Disclosure of Information

Supplier shall disclose financial and non-financial information in accordance with applicable regulations and prevailing industry practices and, when applicable, disclose information regarding their labor force, health and safety practices, environmental practices, business activities, financial situation, and performance according to applicable rules and regulations.

3.13 Fair competition – Anti-trust

Supplier shall act in accordance with national and international competition laws and rules. Supplier shall not participate directly or indirectly in prohibited business practices or antitrust regulations such as: price signaling or fixing, fictitious quotes, setting production limits or quotas, dividing or subdividing the market by allocating customers, territories or business areas, exchanging information relevant under antitrust law, collusive bidding collectively boycotting customers.

3.14 Conflicts of interest

Supplier shall make decisions based on solid business judgment, not influenced by favoritism resulting from personal relations and opinions. Only objective and fact-based criteria shall be applied for supplier's decisions.

3.15 Intellectual property

Supplier shall implement and maintain processes appropriate to respect and protect the intellectual property and copyrights of other business partners.

3.16 Export controls and economic sanctions

Supplier shall establish appropriate procedures to ensure compliance with applicable export controls and economic sanctions, laws and regulations of all relevant countries. These laws and regulations impose restrictions on the export or re-export of goods, services, and technology to certain destinations, as well as prohibitions on transactions involving certain restricted countries, regions, and

CoC CSR Supplier Guideline

Registration Number: GD_100645

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individuals. Appropriate procedures shall include a routine updating of applicable government lists of restricted parties.

3.17 Protection of Identity

Supplier shall protect all personal data entrusted to them (e.g., name, phone number, address, employee ID number, etc.).

Supplier shall ensure by appropriate processes that the identity of individuals reporting a (potential) violation will be kept confidential.

3.18 Non – Retaliation

Supplier shall establish, maintain and observe processes to dependably disable unjustified negative consequences against individuals who reported violations e.g. against this Miba Supplier CSR Code of Conduct or because of any other reasons (non-retaliation).

3.19 Health and Safety

Health and safety related information such as emergency procedures and potential safety hazards shall be made known to workers and shall be posted within the facility in a language well understood by workers.

Supplier shall implement and maintain a management system that investigates work accidents or health impairment, including evidences for reporting, root cause finding and remedies and subsequent trainings of employees. Risk analysis and continuous improvement programs should support these activities.

Required personal protective equipment shall be provided by the company and made easily accessible.

Supplier shall ensure that all required permits, licenses, inspection and testing reports are in place, up to date and available as required by law.

Supplier shall ensure that emergency exits as well as fire detection, alarm and suppression systems are always in place and operational. Fire and evacuation drills shall be performed according to local law.

Supplier should implement a machine-safeguarding program including adequate training for workers. Employees shall be effectively protected against work-related health burdens caused by heavy weight lifting, emissions, temperature, noise, etc. Supplier shall ensure appropriate hygiene standard at sanitary facilities, break rooms and accommodations.

Supplier should operate a system that considers requirements of ISO 45 001 or, as a minimum standard; Supplier complies with all national and international legal requirements relating to occupational health and safety at the production site.

3.20 Energy consumption and greenhouse emissions

Supplier shall track and document energy consumption and greenhouse gas emissions at their facilities. Supplier shall strive for cost effective methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions (in accordance with ISO 50 001). Supplier's activities shall incorporate raw materials extraction, product manufacturing, transportation, and life cycle of their products.

CoC CSR Supplier Guideline

Registration Number: GD_100645

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Supplier shall establish a baseline, set goals and objectives for aimed improvements and initiate appropriate actions to close gaps, if necessary.

3.21 Natural Resources Management and Waste Reduction

Supplier shall set targets for waste (including wastewater) reduction and establish a waste management that considers: prevention, reduction, re-use, recycling, removal and disposal of wastes.

Supplier shall foster the use of sustainable, renewable natural resources in an efficient manner so that waste is minimized over the product's life cycle.

Supplier shall handle and dispose all kinds of waste (including wastewater) generated through safe and responsible methods that protect the environment and the health and safety of employees and the local communities – all applicable national and international laws and obligations shall be obeyed.

3.22 Responsible Chemical Management

Supplier shall manage chemicals to ensure their safe handling, movement, storage, use, recycling or re-use and disposal.

Supplier shall provide current Material Safety Data Sheets that comply with all applicable laws and regulatory requirements.

Supplier shall work towards establishing programs (IMDS (international material data system) or equivalent) to collect data from material manufacturers for all components, identifying all process chemicals identified as classified hazardous substances according to local law, or a hazardous evaluation.

When ever possible, supplier should substitute SVHC (substances of very high concern).

Supplier shall periodically perform risk assessments and act to minimize any negative impact on people and the environment before introducing new chemicals.

Employees working with risk chemicals shall always have updated and accessible instructions and special training regarding risk handling and emergency behavior.

3.23 Water Quality and Consumption

Supplier shall preserve water resources through an assessment of water consumption in operations and throughout the life cycle and incorporate water management into the environmental strategy.

Supplier shall develop a water assessment and water balance for each of his operations and site, establish a baseline, set goals for reduction, set objectives and methods to reduce with efficiency and conservation projects and measure and compare progress to goals to close gaps.

3.24 Air Quality

Supplier shall monitor air Emissions on regular basis, integrate air emissions controls into the environmental strategy and establish an air emissions management plan that meets or exceeds regulatory requirements for each of his facilities.

CoC CSR Supplier Guideline

Registration Number: GD_100645

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3.25 Environmental Protection

In supplement of above-mentioned environmental aspects, supplier shall operate a system certified in accordance with ISO 14 001 or, as a minimum standard, supplier agrees to comply with the national and international legal requirements relating to environmental protection applicable at each production site.

In general, the principle of avoidance of errors shall apply to the supplier's company environmental protection program. Supplier shall endeavor, to the extent economically reasonable, to use the best technology available to achieve resource conservation from the outset. Therefore, environmental aspects must be taken into consideration in the planning and development of new products or processes. Environmental accidents shall be avoided by taking adequate preventive measures.

3.26 Conflict Minerals

Based upon a reasonable country of origin inquiry, Seller / Supplier warrants and certifies that any shipment of minerals or metals is **DRC** Conflict Free and, therefore, (i) contains no Conflict Minerals; (including tin, tantalum, tungsten, cassiterite, columbite-tantalite (coltan), wolframite and gold), as defined by 1502(e)(4) of the Dodd-Frank Wall Street Reform and Consumer Protection Act (the "Act"), which originated in the **Democratic Republic of Congo** or an "adjoining country" as defined by Section 1502(e)(1) of the Act; or (ii) any Conflict Minerals shipment was sourced from recycled or scrap material. For the avoidance of doubt, Conflict Minerals are considered to be from recycled or scrap sources if they are from recycled metals, which are reclaimed end-user or post-consumer products, or scrap processed metals created during product manufacturing. "Recycled Metal" includes excess, obsolete, defective and scrap metal materials that contain refined or processed metals that are appropriate to recycle in the production of tin, tantalum, tungsten and/or gold. Minerals partially processed, unprocessed or a bi-product from another ore are not included in the definition of Recycled Metal.

Supplier agrees to provide certification to this effect to Miba, in a form satisfactory to Miba, with all shipments of minerals or metals, as well as a quarterly certification as to all shipments. Supplier acknowledges and agrees that invoices for such shipments will not be processed or paid until this certification has been received by Miba. Seller / Supplier further agrees to provide Miba with such other periodic certification with respect to Conflict Minerals as Miba may reasonably require and hereby warrants to the veracity of any and all certifications.

3.27 Declaration of the Supplier

Supplier hereby declare the following:

CoC CSR Supplier Guideline

Registration Number: GD_100645

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1. We have received a copy of the “Miba Supplier’s corporate social responsibility Code of Conduct (hereinafter referred to as the “CSR - Code of Conduct”) and hereby commit ourselves, in addition to our commitments set out in other agreements with Miba, to comply with its principles and requirements.
2. We agree that this declaration is subject to the substantive law in Austria without reference to any of its conflict of law rules.

Supplier

Place, date

legally binding Signature

Name (BLOCK CAPITALS), Function

Supplier’s stamp