

Sustainability Guidelines for Suppliers

Vorwerk / Eldisy expects of its suppliers, that they assume our commitments to integrity and high standards of moral, business ethics, compliance and sustainability. We expect all direct and indirect suppliers, their employees, representatives and subcontractors that they observe these guidelines globally.

Business Ethics / Social Responsibility

a) **Forced labour / Human Trafficking**

Suppliers must not use any forced or involuntary labour, irrespective of whether in the form of requisitioned labour, imprisonment, or bonded labour. Human trafficking practices don't apply.

b) **Child labour**

No supplier of Vorwerk / Eldisy may use child labour. The term "child" refers to all persons under the age of 15 years or under the minimum age for earning eligibility in the country, in which the supplier operates, if this is the higher.

c) **Discrimination and harassment**

Suppliers must provide a working environment, free from harassment and unlawful discrimination. Suppliers may not discriminate against any person on grounds of personal characteristics or of faith, including ethnic origin, colour, religion, origin, sex, sexual orientation, age, or disabilities.

d) **Health and Safety**

Suppliers must provide a working environment which promotes and respects Health and Safety regulations in all areas.

e) **Working hours / minimum wage**

Suppliers are expected to comply with all local laws regulating hours of work at all sites/subsidiaries. Compensation paid to workers must comply with applicable wage laws including legally mandated benefits.

f) **Freedom of Association / Collective Bargaining**

Suppliers protect the right of its employees to associate freely and to join labour unions according to local regulations. The supplier allows collective bargaining according to local regulations.

g) **Anti-Bribery and Corruption**

Suppliers may not provide, accept, offer or pay bribes or participate in other corrupt practices as extortion, if they are operating under orders of Vorwerk / Eldisy, and must comply with and follow all applicable laws against bribery in the countries in which they operate.

h) **Privacy**

Supplier respects the right to privacy of its workforce. The business conduct is expected at all levels to be free from attacks upon honour and reputation of everyone. Personal data are processed according to General Data Protection Regulations.

i) **Compliance with competition laws**

Supplier complies to anti-trust and competition laws and does not tolerate contracts, agreements of collusion horizontal or vertical with potential competitors or partners, which are in contrast to free and fair competition practices.

j) **Conflict of interest**

Suppliers have the responsibility to act faithfully on behalf of their company. Therefore, personal beneficial behaviour is not tolerated. The adherence of this business principle is monitored by the organization / management.

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k) Protection of Identity and Non-Retaliation

Supplier promotes the protection of the individual against retaliation according to an Anti-Corruption Policy.

l) Intellectual property

Supplier respects intellectual property of its customers and market followers and clarifies patent protection and utility registrations in order to avoid any breach of regulations for its products.

m) Export controls and economic sanctions

Supplier respects restrictions of exporting of goods and trading with countries, which are sanctioned by international laws and regulations.

n) Conflict Minerals

Suppliers are expected to declare, if requested by Vorwerk / Eldisy, sources of conflict mineral according to the Todd Frank Act and use the latest CMRT reporting template.

o) Other Statutory Stipulations

Vorwerk / Eldisy expect their suppliers to comply with all applicable laws, which are not set out in greater detail in these standards. "Applicable Laws" are all applicable laws, codes, rules and regulations, as well as valid contracts at the local, state, country and national levels.

p) Data Protection

We expect from our suppliers that they will protect confidential information of Vorwerk / Eldisy and their customers by means of secure storage and restriction of access to those who need the information for the purpose of their work. Confidential information is information that is not generally known, or is not easily accessible to the general public, and can belong either to Vorwerk / Eldisy or their customers. Confidential information could be, for example business and marketing plans, financial information, testing protocols, test reports, the status of the testing of products, customer information, drawings or diagrams of customers, internal business correspondence, plans for the acquisition or establishment of a partnership or alliance with other companies, plans for new and / or current products and services.

The obligation to protect the confidential information of Vorwerk / Eldisy will continue to exist even after a possible end of the business relationship between the supplier and Vorwerk / Eldisy.

Environmental sustainability

a) Air Quality

In order to protect the environment, we expect our suppliers to obey air quality goals according to laws and regulations and to strive for reduction of air emissions.

b) Energy consumption and greenhouse emissions

Energy saving technologies, as internal heat exchange techniques, application of renewable energies and green house emission reduction targets shall be integrated in suppliers environmental policies and activities.

c) Natural resources management and waste reduction

Suppliers are expected to have a responsible management of natural resources in their business field with the target to reduce / recycle and / or re-use of secondary materials in order to protect natural resources.

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d) Water quality and consumption

Suppliers environment targets shall include the reduction of consumed fresh water and the improvement on water quality by minimizing the risk of contamination of water sources and controlling emitted waste waters from processes to the environment.

e) Responsible chemical management

Suppliers are expected to control their chemicals in accordance with safety and environmental legislations. The suppliers environmental policy and activities focus on the reduction or substitution of high impact / hazardous chemicals.

f) Environment Protection Laws

Vorwerk / *Eldisy* operate its sites adhering to all global / regional / local environment protection aspects and regulations for its products and processes and expect its suppliers to comply with all applicable environment protection laws and regulations of the countries in which they operate.

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Received and accepted by Supplier

Supplier:	
Date:	
Name/Signature:	