

# CODE OF CONDUCT

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## METZ CODE OF RESPONSIBLE BUSINESS CONDUCT FOR SUPPLIERS

As a business, Metz wants to take responsibility for our impact on society and the environment. We want our suppliers to do the same.

This Code sets out our requirements to you as a supplier in terms of responsible business conduct. You are obliged in all your activities to comply with all applicable laws and regulations in the countries where you operate, including for product safety and environmental issues, and meet the requirements based on international standards listed in the following. In return, you can expect us to do the same.

The requirements in this Code build on international guidelines, including the UN Global Compact, the UN Declaration on Human Rights and the ILO conventions.

Where conflicts arise between applicable laws and regulations, this Code of Responsible Business Conduct, or requirements contained in our agreement with you, you must follow the strictest requirements.

### SCOPE OF THE CODE

This Code of Responsible Business Conduct applies to all Metz' suppliers and your employees; this means any firm or individual that provide a product or service to Metz.

You must enforce the requirements in this Code with your own suppliers and inform them of the requirements in this Code, as they must also meet the demands outlined in this Code.

### DOING BUSINESS WITH METZ

We want to do business with suppliers who share our commitment to responsible conduct. To be a supplier to Metz, you must meet the following requirements:

#### 1. HUMAN RIGHTS AND LABOUR STANDARDS

**DISCRIMINATION:** You must treat all workers fairly. You must not discriminate against or harass any group or individual in your employment practices on the grounds of (but not limited to) gender, age, race, sexual orientation, nationality or ethnic origin, disability, political affiliation, union membership or religious beliefs.

**FORCED LABOUR:** You must not use forced labour, and no worker must be required to lodge a money deposit or original identity papers to be employed or to keep their employment.

**FREEDOM OF ASSOCIATION AND RIGHT TO ORGANIZE:** You must respect the right of your workers to establish, join or not join trade unions and any other association of their choice. You must support the right of representative unions and staff to bargain collectively. Where national law restricts the right to freedom of association and collective bargaining, you should allow workers to freely elect their own representatives to engage in dialogue with their management.

**CHILD LABOUR:** You must not use child labor. You must adhere to local regulations when employing young workers. Workers under 18 years of age must not engage in hazardous work, and workers employed must be at least 15 years of age or older than the compulsory school age.

**WORKING CONDITIONS:** You must ensure that working conditions, hours and voluntary overtime are in accordance with local regulation and industry practice, and that wages and benefits meet legally mandated minimums without unauthorized deductions. Work hours shall not exceed 60 hours per week, including overtime, except in extraordinary circumstances. You must allow all workers to have adequate rest periods, with at least one uninterrupted day off per seven day week.

**HEALTH AND SAFETY:** You must provide a safe and healthy work place for all workers. This includes, as a minimum, providing all workers with clean toilet facilities, access to clean water, adequate personal protective and safety equipment, adequate health & safety training, adequate heat and ventilation, adequate emergency training and emergency exits. You must never use any type of physical or psychological abuse.

## 2. ENVIRONMENTAL MANAGEMENT

**RISK IDENTIFICATION AND MANAGEMENT:** Where your activities involve an environmental risk, e.g. relating to your energy consumption, emissions to air and land and water, as well as management of hazardous materials and waste, you must implement an effective system to identify and minimize potential hazards to the environment. The system must be appropriate to the size, nature and risks of your operations and work towards continuous improvement in managing these risks. The system should be based on internationally recognized environmental management principles and applicable laws.

## 3. ETHICAL BUSINESS PRACTICES

**INTEGRITY:** You must act in an ethical, fair and professional manner in all contact with Metz. You must have honest and accurate recording and reporting of information.

**CORRUPTION:** You must comply with applicable laws and regulations concerning bribery, corruption, fraud and any other prohibited business practices. You must not offer or give an undue advantage or favor to any public official or other third party, neither directly or through an intermediary. Nor must you demand or accept bribes or other improper payment for yourself to act or refrain from doing your duties.

### INSPECTION AND TERMS

You must meet the requirements of this Code in order to do business with Metz. It is your responsibility to achieve and maintain the minimum standards required in the Code and to train your workers on their rights and obligations. We proactively communicate the requirements of our Code to suppliers, and we expect you to do the same.

As part of our agreement, we reserve the right to follow up on compliance with this Code, as well as pay visits to partners and factories at any time in order to ensure compliance with this Code. The follow-up may range from a request for documentation to an announced on-site audit. We require your full collaboration with such audits.

By a deliberate violation or a material breach to this Code of Conduct, Metz is entitled to terminate any effective agreement with the supplier or if applicable any purchase orders.

For more information please contact your Metz representative directly.

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**WE CONFIRM THAT WE ADHERE TO THE METZ CODE OF CONDUCT.**

Name of Company \_\_\_\_\_

Date \_\_\_\_\_

Signed by \_\_\_\_\_

Adopted by Metz on 01/11/2014