



Elektrobit

# Business Partner Code of Conduct (V. 2021) Elektrobit Automotive GmbH



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## Document history

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## Legal disclaimer

Company-confidential and proprietary information

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## 1. Preface

Elektrobit Automotive GmbH and all of its subsidiaries including minority holdings under the management control of an Elektrobit company (hereinafter collectively referred to as “Elektrobit”) are committed to honesty and integrity with respect to their entire business conduct towards employees, customers, suppliers, competitors and other stakeholders. Elektrobit recognizes that legal and cultural requirements vary in a global market. Elektrobit expects all of its suppliers to act with the same fairness, honesty and responsibility in all aspects of their business. This Business Partner Code of Conduct highlights important standards that are consistent with Elektrobit’s company values and to which each supplier of Elektrobit must strictly adhere.

## 2. Sustainable Business Practices

Sustainability and integrity are at the heart of our business and in the hearts of our people. With our businesses, our products and services, along our value chains and with our worldwide activities, we drive the ongoing transformation of the economy towards a healthy ecosystem for sustainable mobility and industries.

As a signatory of the United Nations Global Compact, Continental has committed itself to its ten principles in the areas of human rights, labor, the environment and anti-corruption. This applies as well to all subsidiaries. So also Elektrobit is committed to honesty and integrity with respect to our entire business conduct towards employees, customers, suppliers, competitors and other stakeholders.

Elektrobit is committed to visionary and bold ambitions. Latest by 2050, and together with Elektrobit’s value chain partners, Elektrobit strives for 100 % carbon neutrality along the entire value chain, for 100 % emission-free mobility and industries, for 100 % closed resource and product cycles as well as for 100 % responsible sourcing and business partnerships. The Business

Partners will support Elektrobit to achieve these ambitions with their products, services and operations, to reduce adverse impacts along the value chain and to create economic, social and ecological value for all our stakeholders and society.

Sustainable business practices and integrity are rooted in Elektrobit’s company values, Codes of Conduct, respective rules and policies as well as international frameworks incl. the United Nations Sustainable Development Goals (SDGs), the United Nations Global Compact, the OECD Guidelines on Multinational Enterprises (MNE’s) and the United Nations Guiding Principles on Business and Human Rights with specific reference to the ILO Core Labour Conventions.

Elektrobit expects all of its Business Partners to act with the same fairness, honesty and responsibility and dedication to sustainability and integrity in all aspects of their business. This Business Partner Code of Conduct highlights important standards that are consistent with Elektrobit’s values and which we expect each Business Partner including, but not limited to suppliers, consultants, vendors, brokers, merchants, dealers, contractors, agents and others, to observe and strictly adhere to.

## 3. Compliance with Laws, Rules and Legal Regulations

The Business Partner will comply with all applicable laws, rules and regulations in the countries in which it operates and will maintain suitable measures to ensure compliance with such laws, rules and legal regulations.

## Compliance with Antitrust Laws

The Business Partner will strictly comply with all applicable antitrust laws, trade practice laws and any other competition laws, rules and regulations dealing for example with monopolies, unfair competition and restraints of trade, and relationships with competitors and customers. The Business Partner will not enter into agreements with competitors or engage in other acts that may unfairly impact competition, including, but not limited to, price fixing or market allocations.

## Combatting Corruption

Elektrobot does not tolerate any form of corruption. Thus, the Business Partner will comply with applicable laws and regulations concerning bribery and anti-corruption, including those concerning foreign corrupt practices. The Business Partner will neither engage in nor tolerate any form of corruption, bribery, theft, embezzlement, or extortion or the use of illegal payments, including without limitation, any payment or other benefit conferred on any individual, company or government official, for the purpose of influencing the decision-making process in violation of applicable laws. Specifically, the Business Partner must not offer illegal benefits or illegal favors such as bribe payments, kickbacks, or other illegal benefits including inappropriate gifts and undue hospitality towards Elektrobot employees for the exchange of business opportunities.

## Export and Import Regulations

The Business Partner will comply with all applicable import and export control laws, including without limitation, sanctions, embargoes and other laws, regulations, government orders and policies controlling the transmission or shipment of goods, technology and payments.

## Prevention of Money Laundering

Our Business Partners will comply with all applicable statutes governing the prevention of money laundering and not to participate in any money laundering activity.

## 4. Conflict of Interest

Our employees are expected to act in the best interest of their company. Private interests and personal consideration shall not affect any business decision. Elektrobot as well as the Business Partner will avoid any activity or situation which may lead to a conflict of a private interest of a Elektrobot employee with a Business Partner and the business interest of Elektrobot. A Business Partner becoming aware of a conflict-of-interest- situation will immediately notify Elektrobot about this.

## 5. Good working conditions & Human Rights

The business partners will respect human rights and provide healthy and fair working conditions globally. Therefore, the Business Partner will treat all individuals with respect and fairness and will respect internationally recognized human rights as set forth in the Universal Declaration of Human Rights and standards by the International Labour Organization (ILO) and will comply with applicable national and international regulations. In accordance with local law, these include, but are not limited to:

- the prohibition of forced labor, including any forms of modern slavery, human trafficking as well as unethical recruitment practices,
- the prohibition of child labor,
- maintain an inclusive and cooperative environment with no retaliation, free from violence or harassment,
- the rejection of any form of discrimination, including but not limited to, nationality, ethnicity, gender, disability, age, sexual identity or sexual orientation, religion and beliefs, social status, or any racially motivated discrimination,
- the provision of fair remuneration and benefits, at least equivalent to the countries legal minimum wage,

- reasonable working hours and sufficient resting periods,
- respecting the right to freedom of association and collective bargaining,
- creating safe and healthy work environments,
- responsible plant security practices at the Business Partner's site,
- as well as acknowledging and respecting the existence of land use rights, or customary right and associated rights from local communities, indigenous people and individuals.

Elektrobit as part of Continental supports the United Nations Women's Empowerment Principles and strongly encourages its business partners to formally support the UN Women's Empowerment Principles in their own operations and their supply chains as well.

## 6. Environment and Climate Protection

The Business Partner will operate its business in a safe and responsible manner based on systematic management approach and protecting the environment and will comply with applicable national and international regulations.

The business partner will use resources in a sustainable manner by reducing consumption of energy, water, raw materials and supplies. Furthermore, the business partner will install and maintain adequate environmental protection management procedures, including, but not limited to climate protection, air quality, responsible chemicals management, soil protection, protection of water bodies, biodiversity, waste treatment and handling, noise prevention and the prevention of deforestation.

## 7. Safety & Health

The Business Partner will operate its business in a safe and responsible manner based on systematic management approach and protecting people.

Thereby the Business Partner is committed to manufacture and deliver safe products to

Elektrobit and provide a safe, healthy and ergonomic working environment that supports accident prevention and minimizes exposure to health risks to the Business Partner's employees and contractors. To achieve this goal a safety and health management system for continuous improvement must be implemented, including, but not limited to emergency management, fire prevention and a responsible management of chemicals. Requirements set by ILO Occupational Safety and Health Convention 155 must be followed.

## 8. Supply Chain Due Diligence and Minerals from Conflict-Affected and High-Risk Areas

Business partners will implement due diligence processes in order to identify, prevent and mitigate risks for negative human rights and environmental impacts in their supply chains, including appropriate grievance mechanisms and reporting, based on the United Nations Guiding Principles on Business and Human Rights and the OECD Guidelines for Multinational Enterprises and respective guidelines.

The Business Partner will comply with all applicable laws concerning supply chain due diligence.

As part of overall supply chain due diligence, the Business Partner is expected to support due diligence and traceability throughout its supply chains for all minerals. The Business Partner is expected to be aware of applicable legal requirements in relation to minerals from conflict-affected and high-risk areas and shall ensure compliance with such laws, in line with the "OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas". Thereby the Business Partner will

- perform due diligence on its supply chains to determine whether products sold to Elektrobit contain critical minerals or materials,

and complete the most recent versions of the relevant reporting templates such as “Conflict Minerals Reporting Template” (CMRT) & “Cobalt Reporting Templates” (CRT) provided by the “Responsible Minerals Initiative” (RMI) based on accurate and truthful information from the Business Partner’s own suppliers, be ready to provide current and updated information such as CMRTs & CRTs to Elektrobit and work towards eliminating non-conformant smelters in its respective supply chains.

### **9. Product Integrity**

The Business Partner will develop, manufacture and supply products complying with the respective requirements regarding state-of-the-art Product Integrity, including but not limited to,

- **Product Safety:** products do not lead to any unreasonable risk for people’s health and safety and the environment. This applies to both the intended use and foreseeable misuse of the products as well as the usage of restricted materials,
- **Product Compliance:** products comply with the applicable legal and technical regulations in the country of manufacturing, country of assembly and as well in the country of use. This explicitly includes actively prohibiting the usage of any counterfeit parts (plagiarism) or material from unapproved sources along the supply chain,
- **Product Cyber Security:** protection against unauthorised manipulation which could potentially affect Product Safety or Product Compliance.

Any potential infringement to Product Integrity must be notified to Elektrobit immediately in writing.

### **10. Data Protection, Business Information and Intellectual Property**

It is the Business Partner’s responsibility to ensure that any sensitive business information or trade secrets gained by virtue of the business activities with Elektrobit (hereinafter referred to as “Business Information”) is held in strict confidence and not improperly used or disclosed to third parties.

The Business Partner ensures that any business information is appropriately collected, processed, secured and stored.

Furthermore, the Business Partner will protect and secure Elektrobit’s registered and unregistered intellectual property as confidential information.

The Business Partner will comply with all applicable laws concerning data protection. If the Business Partner processes personal data on behalf of Elektrobit, Business Partner agrees to enter into a data processing agreement, if required by applicable laws.

### **11. Business Continuity**

With regards to the business continuity and supply chain, the Business Partner performs constantly comprehensive activities of identifying and assessing risks.

For identified risks mitigation measures as well as backup and continuity plans are carried out and tested on a regular basis to minimize the impact of interruptions and disruptions for operations supporting Elektrobit business.



## **12. Compliance with this Business Partner Code**

Elektrobit regards the provisions of this Business Partner Code, which we may amend from time to time, to be essential for the business relationship between Elektrobit and the Business Partner. Therefore, compliance with the provisions herein is essential for the business relationship between Elektrobit and the Business Partner which is acknowledged and agreed by the Business Partner.

In case of significant breaches by the Business Partner of this Business Partner Code, Elektrobit reserves the right to terminate the business relationship with the Business Partner subject to applicable laws.

The Business Partner will support Elektrobit's implementation of legally required and other due diligence processes by actively participating in related initiatives, e. g. self-assessment questionnaires. Elektrobit reserves the right to audit the Business Partner's compliance with this Business Partner Code in an appropriate manner. Any audit will be scheduled at business hours mutually agreed with the Business Partner and will be prepared by the Business Partner providing an appropriate level of documentation which substantiates in a clear and transparent manner the adherence to this Business Partner Code.

The Business Partner will use its best efforts to be familiar with the business practices of its suppliers, sub-contractors and other business

partners and to require all such suppliers, sub-contractors and business partners to comply with this Business Partner Code or the values laid down herein. The Business Partner and Elektrobit will discuss any questions in relation to this Business Partner Code in a trustful and respectful manner.

## **13. Grievance and Complaints Mechanism**

The Business Partner and its respective employees as well as stakeholders and rights-holders in general are encouraged to report violations of this Business Partner Code to the Continental Compliance and Anti-Corruption Hotline.

Contact details are available on the Continental website (<https://www.continental.com/hotline>).

Business Partners shall support any investigations into alleged violations. Additionally, in line with their own due diligence efforts, Business Partners should provide grievance/ complaints mechanisms or support respective sector or country specific non-judicial mechanisms.