



Code of Conduct for Suppliers

This Code of Conduct defines the basic requirements placed on MTC suppliers of goods and services concerning their responsibilities towards their stakeholders and the environment. MTC reserves the right to reasonably change the requirements of this Code of Conduct. In such event MTC expects the supplier to accept such reasonable changes.

The supplier declares herewith:

- **Legal compliance**
 - to comply with the laws of the applicable legal system(s).
- **Prohibition of corruption and bribery**
 - to tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit for the purpose of influencing decision making in violation of law.
- **Respect for the basic human rights of employees**
 - to promote equal opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
 - to respect the personal dignity, privacy and rights of each individual;
 - to refuse to employ or make anyone work against his will;
 - to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
 - to prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
 - to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
 - to comply with the maximum number of working hours laid down in the applicable laws;
 - to recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organizations or trade unions.
- **Prohibition of child labor**
 - to employ no workers under the age of 15 or, in those countries subject to the developing country exception of the ILO Convention 138, to employ no workers under the age of 14.
- **Health and safety of employees**
 - to take responsibility for the health and safety of its employees;
 - to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
 - to provide training and ensure that employees are educated in health and safety issues;
 - to set up or use a reasonable occupational health & safety management system.
- **Environmental protection**
 - to act in accordance with the applicable statutory and international standards regarding environmental protection;
 - to minimize environmental pollution and make continuous improvements in environmental protection;
 - to set up or use a reasonable environmental management system.
- **Supply chain**
 - to use reasonable efforts to promote among its suppliers compliance with this Code of Conduct;
 - to comply with the principles of non discrimination with regard to supplier selection and treatment.

We, the undersigned, hereby confirm on behalf of our company (the „Supplier“) that

1. we have received the MTC Supplier Code of Conduct.
2. by signing this document, we undertake to acknowledge and comply with all provisions and principles laid out in the MTC Supplier Code of Conduct, above and beyond any other contractual obligations that we might have entered into with MTC.
3. this Supplier Declaration shall be governed exclusively by the substantive law of the Federal Republic of Germany.



Name of Company

Place/Date

Name (in print) of authorized signatory

Signature of authorized signatory

Contact person in company for sustainability issues:

Last Name, First Name

Role, Department

E-mail address, Phone