

# Code of conduct for suppliers





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# Code of conduct for suppliers

## Responsible, transparent, ethical

BMA Braunschweigische Maschinenbauanstalt GmbH is an international company that specialises in the development, manufacture and installation of machinery, individual process steps and entire factories for the production and refining of sugar.

We strive for sustainability, because we are committed to our responsibility for people, the environment, and the economy of the regions where we are active. Sustainability is thus essential to the values and principles reflected in our code of conduct.

We have prepared this code of conduct for future collaboration. We practise what we believe and act in accordance with our core values and principles, which is why BMA expects its suppliers of products and services to respect and comply with the principles of this code.

We are making the code available to our suppliers, hoping to build a common understanding that will allow us to implement sustainability issues in everyday business. We are aware of the range of challenges that our suppliers face and we believe that, through our collaboration, we can raise standards, support sustainability in processes and principles, and create shared values. BMA expects its suppliers to comply with all applicable laws, rules, regulations and contractual obligations pertaining to their business activities.

BMA also expects its suppliers to take suitable measures to support compliance with this code within their own supply chain, including through communication with their own new and existing suppliers.

Our suppliers must act in accordance with the Ten Principles of the UN Global Compacts, which are reflected in our core values and principles. Moreover, we expect our suppliers to comply with global standards, taking into account the applicable laws and regulations in different countries and at individual sites. This refers, for instance, to the Universal Declaration of Human Rights adopted by the United Nations (UN) and the core labour standards of the International Labour Organization (ILO).

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## 1. Compliance with laws and regulations

Suppliers must comply with the laws, rules and regulations of the countries where they are active and therefore also ensure such compliance by their sub-suppliers and subcontractors (regardless of the global location).





## 2. Labour rights and human rights

### Respect, protection, collaboration

#### 2.1 Working conditions, working hours and wages

BMA expects its suppliers' commitment to fair working conditions and their compliance with the applicable rules pertaining to working hours and leave entitlements. Overtime must be in accordance with legal regulations. Suppliers must respect local laws and regulations pertaining to maximum working hours and leave times. Suppliers must ensure adequate contractually agreed remuneration that is in accordance with the statutory minimum wage and of an appropriate level for the relevant national labour market.

#### 2.2 Harassment and discrimination

The supplier must prevent by all means necessary all forms of harassment such as sexual harassment, sexual abuse, physical punishment, mental and physical coercion and verbal abuse. Every individual or group must be treated equally, whatever their personal characteristics including their gender or sex, colour, ethnic or social origin, genetic characteristics, language, religion or ideology, political and other beliefs, membership of a national minority, economic circumstances, birth, a disability, age or sexual orientation.

#### 2.3 Prohibition of child labour

We neither tolerate nor practise any form of child labour. The ILO core labour standards form the basis and are considered minimum standards in this respect. The supplier undertakes not to employ children below the legal minimum age (pursuant to ILO Convention 138). Moreover, suppliers are expected to ensure that young employees under the age of 18 do not perform any night work or work overtime and that they are protected from working conditions that would be detrimental to their health, safety or development. The supplier should ensure that a young employee's responsibilities do not adversely impact their school attendance.

#### 2.4 Prohibition of forced labour and human trafficking

All forms of work or services performed against a person's will or under threat of a penalty are prohibited and constitute a violation of human rights. All work or services must be performed of the employee's own free will. Employment contracts between an employee and an employer can be terminated as set out in the agreed terms of contract. Moreover, the supplier must eliminate all forms of modern slavery. These include compulsory overtime, withholding identity documents and human trafficking.

#### 2.5 Health and safety at work

The supplier must have occupational safety measures that meet the locally applicable legal requirements. The supplier must ensure that workplaces, machinery, equipment and processes under his control are safe and do not present a health hazard. The management is responsible for providing adequate health and safety resources, and to perform regular risk assessments and reporting, to ensure a continuous improvement of the system. Use of a certified occupational safety and health management system in accordance with ISO 45001 or an equivalent system is recommended.



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### 3. Freedom of association

Employees must have the right to join and form organisations that have the legal status of a trade union or works council locally and this right must be respected.





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## 4. Business ethics

# sustainability, integrity, trust and protection

### 4.1 Anti-corruption policy

BMA does not tolerate corrupt practices and will take action against them. The supplier must not engage in or tolerate any form of corruption, bribery, blackmail or embezzlement. All forms of direct or indirect bribery or acceptance of benefits, such as accepting or making payments, gifts or gratuities beyond what is legally permitted or unusual in terms of value and/or frequency, are prohibited. Moreover, we expect our suppliers to actively seek to prevent corruption and fraud.

### 4.2 Anti-money laundering and counter-terrorism financing

The supplier undertakes to comply with his legal obligations to prevent money laundering (ML) and counter terrorism financing (TF) within the applicable legal framework and not to promote ML/TF either directly or indirectly.

### 4.3 Fair competition and anti-trust legislation

The supplier is committed to fair and free competition. BMA expects its suppliers to comply with the applicable legal provisions pertaining to competition and antitrust rules. These apply to business practices that unlawfully restrict competition, the improper exchange of competition information, price fixing, bid rigging and improper market sharing.

### 4.4 Conflicts of interest

The supplier must avoid all conflicts of interest concerning BMA and disclose them to BMA where they could affect the business relationship. All decisions are made exclusively based on fact.

### 4.5 Tangible assets and intellectual property

The supplier undertakes to respect and protect intellectual property along the entire supply chain. This also applies to the tangible assets of BMA, which must be protected from loss, theft and improper use.

### 4.6 Export controls and economic sanctions

The supplier must strictly comply with all applicable regulations and laws pertaining to the import and export of goods, services or information and to payment transactions. In all business activities, compliance with existing sanctions and embargoes imposed through laws or regulations must be ensured.

### 4.7 Data privacy and data security

The personal data of employees, customers and business partners can be processed, i.e. sourced, stored, collected, used or made available, only in accordance with the applicable legal provisions. The supplier is responsible

for the proper handling and protection of all information. Data and information are used exclusively in accordance with their classification. The supplier ensures that data requiring protection are properly collected, processed, stored and deleted. Moreover, the supplier ensures that the technical information systems used are sufficiently protected against cyber risk by meeting the usual standards (e.g. anti-virus software, encryption, segmentation, roles and access rights management). Proof of a certified information security management system is recommended.

## 5. Environmental aspects Made for Generations

Suppliers should practise a conscious and responsible use of natural resources and act to minimise any adverse environmental impact. BMA expects its suppliers to comply with all applicable law, rules and regulations aimed at protecting the environment.

Our suppliers should prevent harm to people and the environment, minimise all environmental impact and use natural resources responsibly.

Our suppliers' processes, premises, resources and equipment must comply with the applicable legal specifications and standards pertaining to environmental protection.

Hazardous waste must be properly labelled, stored, disposed of and documented, to protect the health of the supplier's employees, the general public and the environment.

We urge our suppliers to make use of environmental management structures or systems, in order to monitor the environmental impact of their business activities.





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## 6. Compliance with BMA requirements

BMA reserves the right to review this code of conduct using adequate measures, which may take the form of questionnaires, evaluations or on-site supplier audits. All on-site supplier audits are announced in advance and performed together with a business partner's representatives in accordance with applicable law such as data privacy regulations and contractually agreed terms such as non-disclosure agreements.

Where non-compliance with the principles of this code of conduct is found, BMA and the supplier together will discuss how sustainable remedial measures can be implemented within a reasonable time frame. The supplier himself shall be responsible for the implementation of these measures and no costs shall be incurred by BMA Braunschweigische Maschinenbauanstalt GmbH as a result.

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## 7. Legal consequences of violations

The requirements set out here are of major importance to Braunschweigische Maschinenbauanstalt GmbH. Any violation of this code of conduct may result in BMA taking appropriate legal action. In particular, BMA Braunschweigische Maschinenbauanstalt GmbH reserves the right to terminate a business relationship in the case of a serious or repeated violation of this code. Where the supplier provides credible assurance and proof that he has promptly taken countermeasures to prevent future violations, it may be possible to prevent these steps being taken.



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