

SUPPLIER CODE

of the company ASAP Holding GmbH

(Last reviewed: August 2023)

ASAP and its staff undertake, within the framework of the Code of Conduct of the ASAP Group, to support and actively apply the fundamental principles in the areas of human rights and working conditions, quality and environmental management, health and safety, information security and data protection, as well as combating corruption and bribery, in accordance with the United Nations Global Compact.

ASAP expects full acceptance and support from its suppliers to uphold these principles along the entire supply chain.

Within and outside our own company boundaries, we share values that we consider essential for our daily work and coexistence.

- › humane
- › authentic
- › competent
- › invigorating
- › enthusiastic

This value system, together with the target triangle (quality, deadlines, costs), describes not only the standards ASAP sets for itself, but also the way in which we deal with each other in a spirit of partnership.

The following content of the ASAP Supplier Code applies to all suppliers and their sub-suppliers from whom ASAP directly or indirectly purchases goods and/or services. Wherever the terms suppliers or business partners are referred to in the following text, these always include the downstream supply chain as well.

Human rights

ASAP follows and supports the values set out in the Universal Declaration of Human Rights and the Principles of the International Labour Organisation of the United Nations (www.ilo.org) and specified in SAI 8000:2008 (Social Accountability International) (www.sa-intl.org).

The principles as related to human rights are as follows:

ASAP does not accept child and forced labour under any circumstances. Deprivation of liberty, inhuman treatment, corporal punishment, threats of violence, collective forms of punishment and reduction of pay or other forms of bullying or abuse as a means of obtaining discipline and control are strictly prohibited. In accordance with the legislation of the respective country, employees must be treated appropriately and fairly in terms of

working hours, regular leave and remuneration for work performed. Young employees must be protected in accordance with applicable law.

ASAP rejects all forms of modern slavery, forced labour and human trafficking as well as labour based on this. We oppose any recruitment, transportation, transfer, harbouring or receipt of persons, including the transfer or assumption of control over such persons, for exploitative and/or coercive purposes. Work at our suppliers must always be provided freely. Employees may not be required to provide a deposit or surrender official identification documents at the time of recruitment. The employment relationship may be terminated by the employee at any time in compliance with the statutory or contractually stipulated periods.

Working conditions must ensure safety in the workplace and must not endanger the health of employees. Based on the principle of equal opportunities and the General Equal Treatment Act (AGG), all forms of discrimination and harassment based on race, ethnic origin, skin colour, age, gender, religion, disability, sexual orientation and political affiliation are prohibited.

Health and safety

ASAP expects its suppliers to guarantee safe and healthy working conditions for their employees. Suppliers shall make appropriate provisions for occupational health and safety. Risks (especially chemical, physical, mechanical and biological) shall be systematically identified and measures taken to protect the health and safety of employees. The implementation of all necessary procedures and means to ensure safe operation and adequate maintenance of the plant and machinery is essential.

Basic social rights and principles

ASAP requires its suppliers to adequately implement the relevant requirements of the International Labour Organisation (www.ilo.org) regarding fundamental rights at work. In particular, we expect the protection and respect of workers' rights to freedom of association and collective bargaining in accordance with ILO Core Labour Standards Conventions C087 and C098.

Use of private or public security personnel

Our business partners undertake to refrain from hiring or using private and public security personnel if, due to a lack of instruction or control on the part of the company, there is a risk of torture and cruel, inhuman or degrading treatment, injury to life or limb or impairment of the freedom of association and union when using security personnel.

Diversity, equality, inclusion and ethical recruitment

Based on the principle of equal opportunities and the General Equal Treatment Act (AGG), all forms of discrimination and harassment based on race, ethnic origin, skin colour, age, gender, religion, disability, sexual orientation and political affiliation are prohibited.

Our suppliers, their subcontractors including all employees undertake to refrain from any discrimination on grounds of racial or ethnic origin, religion or world view, age, gender, disability or sexual identity. Any form of degradation or insult is impermissible, even if it is not addressed directly at the affected person. In particular, these principles should also be applied to the appointment process so that it is fair, transparent and based on equality.

Quality and environment

ASAP expects from its suppliers, similarly to the expectations of ASAP customers, consistent quality management with the consequent pursuit of the zero-defect strategy. Furthermore, an up-to-date environmental management system must be introduced and, in the case of specific technologies and processes, this must be verified by means of the correspondingly required certifications.

It is the task of the supplier to embed this objective in a quality management system and to align all processes to this objective, as the quality of products, including services, is always an overall result of all activities in every phase of the entire service provision process. The existing quality management system must be continuously improved.

In addition, ASAP expects its suppliers and their sub-suppliers, in accordance with the goals of the Paris Climate Agreement, COP21, to use natural resources sustainably and sparingly and to systematically improve their environmental performance. The supplier must comply with all national and international environmental standards and laws applicable to its operating site. ASAP also expects the supplier to refrain from harmful soil degradation, water and air pollution, harmful noise emissions, and excessive water consumption that significantly affects the natural basis for preserving and producing food, denies a person access to safe drinking water, makes it difficult or impossible for a person to access sanitary facilities, or harms a person's health. This also includes reducing energy consumption and greenhouse gas emissions, using renewable energies, keeping water and air clean and using them sparingly, and being responsible in every respect with chemicals. Waste water and emissions must be appropriately controlled and treated before they are released back into the environment and the atmosphere. Waste must generally be avoided and recycled and/or reused wherever possible. Safe waste management for transport, storage and recycling must be implemented at all sites. The use of chemicals must be limited to what is absolutely necessary and any residues must be disposed of in an environmentally friendly manner.

We expect our suppliers to give consideration to the avoidance of waste, reuse, recycling and the safe, environmentally friendly disposal of residual waste in the development, manufacture and use of products and other activities.

Decarbonisation

The supplier undertakes to implement binding measures to reduce its direct and indirect CO₂e emissions (including its upstream value chain). These include, for example, the use of green electricity and the use of secondary materials or biomaterials. We expect the supplier to create transparency with regard to its own emissions as well as those of the upstream supply chains and to set reduction targets for itself and its supply chain.

Reporting on greenhouse gas emissions

We encourage our suppliers to report their greenhouse gas emissions publicly.

Ethics

ASAP actively pursues the fight against corruption, money-laundering and bribery. The supplier is strictly prohibited from offering ASAP employees money, gifts or items of value that are not within the bounds of business custom and courtesy. The employees of ASAP are also subject to these rules in a binding manner through the ASAP Compliance Code of Conduct. The supplier must ensure that these guidelines are also adhered to along its supply chain.

Whistle-blowing and protection from retaliation

Serious breaches of rules by our suppliers not only seriously affect the reputation and/or financial interests of the respective company, but also those of ASAP. As a client, we feel jointly responsible for rule-compliant behaviour in the supply chain. We expect our suppliers and subcontractors to set up a complaint and whistle-blowing system to uncover breaches of rules as part of a fair and transparent process. Under no circumstances will we tolerate any pressure or discrimination against whistle-blowers.

Fair competition and antitrust law

ASAP supports fair and undistorted competition. We also expect fairness and compliance with the rules of competition and antitrust law from our suppliers. This means, for example, that no discussions are held with competitors in which prices or services are agreed or other prohibited agreements on market behaviour are made. Also inadmissible are agreements with business partners or third parties on a waiver of competition or on the division of customers and territories. Improper preferential treatment or exclusion of contractual partners is also prohibited.

Conflicts of interest

ASAP expects its suppliers to avoid conflicts between private and business interests and/or arising from relationships with third parties. Decisions regarding cooperation with us must be made exclusively on the basis of objective criteria and may not be influenced by personal interests and relationships. Potential conflicts of interest, including those arising from partnerships or cooperation with third parties, or any apparent or actual conflict of interest of any other kind, must be disclosed.

Financial responsibility

We expect our suppliers to keep their books and records in accordance with applicable law and generally accepted accounting principles. Transparency and accuracy of financial statements and reporting are paramount. All persons directly or indirectly involved in the preparation of the financial statements must exercise due care to ensure that the presentation is accurate.

Disclosure of information

We require our suppliers to comply with the duty of publication or disclosure in accordance with the legal requirements.

Export control and economic sanctions

ASAP expects its suppliers to observe all regulations for the import and export of goods, services, technologies, software and information. In addition to actual cross-border exchanges of goods, the relevant regulations also apply to exports that are only of a temporary nature, such as taking of objects and technical documents on business trips or electronic transfers, by e-mail or to the cloud. Cooperation with persons or companies on sanctions lists is excluded. In cases of doubt, advice should be sought from offices responsible for customs and foreign trade law.

Privacy, data protection and data security

We attach great importance to the protection personal data of employees, applicants, customers, suppliers and partners. We are aware of the sensitivity of this information. ASAP expects our suppliers to comply with the relevant provisions on the protection of personal data, such as the EU General Data Protection Regulation

(EU-GDPR) and the Federal Data Protection Act (BDSG), and to take all the necessary technical and organisational measures to protect the data provided from misuse.

Land, forest, water rights and forced eviction

ASAP does not engage in, and expects its suppliers not to engage in, any unlawful forced eviction or unlawful taking of land, forest or water in the acquisition, development or other use of land, forests and water, the use of which sustains a person's livelihood.

Animal welfare

We expect our business partners to comply with all national and international legal standards on animal welfare and protection.

Biodiversity, land use and deforestation

We expect the supplier to protect natural ecosystems and not to contribute to the alteration, deforestation or degradation of natural forests and other natural ecosystems. The guidelines of the High Conservation Value Resource Network (HCV) and the High Carbon Stock Approach (HCSA) are applied where applicable. Scientific research on the ecological consequences of deep-sea mining is still insufficient, making it impossible to assess the environmental risks at this stage. Until it can be ensured that the protection of the marine ecosystem can be guaranteed, we exclude the use of raw materials from the deep sea for our products (in accordance with the precautionary principle) and also expect this from our suppliers and their supply chain.

Compliance

Compliance with the described contents must be ensured through the implementation of internal processes and methods and guaranteed by the suppliers' management. ASAP reserves the right to verify compliance by auditing the supplier.

Violations of this Code of Conduct may be reported to compliance@ASAP.de or to the telephone number +49 8458 3389 777. The report will not lead to any retaliatory measures. The submitter will receive an acknowledgement of receipt and will be informed about the further course of action.

Compliance is hereby confirmed.

Place, date

Name in block capitals Signature Supplier