

In the procurement of goods and services, steep pays attention to social and ecological aspects, such as human rights, working conditions, corruption prevention and environmental protection. With this Code of Conduct, we define basic principles and requirements towards our suppliers with regard to legally conformant behavior and responsibility towards humans and environment. We reserve the right to make reasonable changes to this Code of Conduct and expect our suppliers to accept such reasonable modifications.

## The supplier hereby declares:

### Observation of Laws

- to observe the laws of the respectively applicable legal system(s).

### Prohibition of Corruption and Bribery

- to tolerate no form of corruption or bribery or to engage with this in any form, especially including any illegal payment offers or similar contributions towards civil servants and other officials in order to influence their decision-making.

### Respect for Fundamental Rights of Employees

- to promote equal opportunities and equal treatment of his employees notwithstanding of their skin colour, race, nationality, social background, possible disability, sexual orientation, political or religious conviction as well as their sex or age;
- to respect the personal dignity, private sphere and personal rights of each individual;
- not to employ anyone against his will or by force;
- not to tolerate an unacceptable treatment of employees, such as mental hardship, sexual or personal harassment or discrimination;
- not to tolerate behaviour (including gestures, speech and physical contact) that is sexual, coercive, threatening, abusive or exploiting;
- to ensure an adequate remuneration and to respect the legally recognized national minimum wage;
- to respect the maximum working hours that are legally recognized in the respective state;
- as far as legally permissible, to respect the freedom of association of the employees and not to give preference or disadvantage members of workers' organizations or trade unions.

**Prohibition of Child Labour**

- to prohibit and refrain from any form of child labour in his company.

**Health and Security of Employees**

- to take on responsibility for health and security of his employees;
- to mitigate risks and ensure the best-possible preventive measures against accidents and occupational diseases;
- to offer trainings and to ensure that all employees are skilled in the field of occupational safety;
- to develop an appropriate occupational safety management system.

**Environmental Protection**

- to respect environmental protection with regard to legal norms and international standards;
- to minimize environmental impacts and improve environmental protection continuously;
- to develop and implement an appropriate systematic environmental management.

**Supply Chain**

- to adequately promote the compliance with the content of this Code of Conduct with his suppliers;
- to comply with the principles of non-discrimination in his selection of suppliers and in handling these suppliers.

Supplier: .....

Place, Date: .....

Signature: .....

Name in Capital Letters: .....