

maxon Supplier Code of Conduct (CoC)

maxon group (maxon) requires its suppliers to operate in accordance with the principles in this maxon Supplier Code of Conduct (CoC) and in full compliance with all applicable laws and regulations.

This CoC outlines maxon's expectations for supplier conduct regarding labor and human rights, health and safety, environmental protection, ethics, and management practices.

The supplier declares herewith:

Labor and Human Rights

The suppliers have to respect the human rights of employees as defined in the international conventions of the United Nations (UN), the International Labor Organization (ILO), the Organization for Economic Cooperation and Development (OECD)

Forced Labor

- to refuse to employ or make anyone work against his or her will

Anti-discrimination

- to prevent violation of equal opportunities for and treatment of your 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 personal rights of each individual

Anti-harassment and Abuse

- to prevent any unacceptable treatment of employees, such as mental cruelty, sexual harassment or corporal punishment
- to prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative

Wages and Hours

- to provide fair remuneration at least guarantee the applicable national statutory minimum wage
- to comply with the maximum number of working hours laid down in the applicable laws
- to ensure that workers receive necessary time off, paid annual leave and holidays as required by local laws
- to comply with the maximum number of workdays in a week laid down in the applicable laws

Prevention of Underage Labor

- to comply with all applicable child labor laws
- to ensure that no workers are under the minimum age based on the ILO Conventions 138 and 182
- to be guided by the guidelines set out in the ILO-IOQ Child Labor Guidance Tool for Business.
- to comply with due diligence obligations throughout the supply chain, especially for products or services where child labor is suspected

- The maxon group regularly informs its suppliers and the public about its supply chain policy and integrates it into contracts and agreements with suppliers. If there is a risk of child labor, the maxon Group uses various instruments to identify, evaluate, eliminate, or mitigate child labor risks. This includes on-the-spot inspections, obtaining information from authorities and international organizations, cooperating with experts and use of recognized standards and certification schemes.

Health and Safety

Occupational Health, Safety, and Hazard Prevention

- to provide training and ensure that employees are educated in occupational health and safety issues
- to set up an occupational health and safety management system, including worker health and safety, hygiene and sanitation, fire safety and risk protection
- to control hazards and take the precautionary measures against accidents and occupational diseases
- to provide workers with appropriate, well-maintained, personal protective equipment

Emergency, Prevention, Preparedness and Response

- to post easy-to-follow warning signs and health and safety information signs
- to ensure that there are sufficient, clearly-marked and unimpeded exits that allow workers to evacuate in the event of a fire or other emergencies
- to equip production and associated machinery with appropriate operational safety devices and maintain, inspect and service these on a regular basis

Environment

Management System and Laws

- to maintain an environmental management system
- to comply with all applicable environmental laws, regulations and standards that apply to your business

Pollution Prevention and Waste Reduction

- to minimize environmental pollution and make continuous improvements in environmental protection
- to systematically identify, manage, reduce and responsibly dispose of, or recycling of waste.

Hazardous Substances

- to identify and manage hazardous substances
- to store hazardous materials in secure areas and dispose them in a safe and legal manner
- to have procedures for notifying local community authorities in case of an accidental discharge or release of hazardous materials into the environment, or in the case of any other environmental emergency

Ethics

Conflict of Interest

- to avoid all conflicts of interest that may adversely influence business relationships

Prohibition of Corruption and Bribery

- to tolerate no form of and do not engage in any form of corruption or bribery

Fair Competition and Anti-Trust Laws

- to act in accordance with applicable competition laws and not to participate in practices such as price fixing, market or customer allocation, market sharing or bid rigging with competitors

Protection of Intellectual Property

- to respect intellectual property rights and safeguard customer documents and knowledge
- to notify maxon immediately, if you become aware of any violation of maxon's intellectual property rights

Conflict Minerals

- to track the use of certain minerals known as "conflict minerals"
- to supply information in form of a conflict minerals reporting template (CMRT) or in form of an extended minerals reporting template (EMRT)

Management Commitment

- to implement management systems to facilitate compliance with all applicable laws and to promote continuous improvement with respect to the expectations set forth in this CoC

Company Statement

- to take the necessary steps to ensure that your employees understand and comply with the CoC, including communicating the details of the CoC to employees regularly in the local language of the business
- to ensure that your suppliers and sub-suppliers comply with the standards set forth in this CoC

Employees Feedback and Participation

- to have a reporting system, where employees or employees of business partners can place their concerns about any non-compliances of this CoC with immunity from prosecution