



01/04/2024

Code of Conduct

FOR SUPPLIERS
SANDRA FÜLLSACK
01/04/2024
VERSION 1.0

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Whenever this guideline refers to "management" or similar, the simultaneous use of diverse, feminine, and masculine forms of writing has been dispensed with for reasons of readability. All references to persons nevertheless apply to all genders.

Preamble

To act as a responsible corporate citizen in a global environment is what the motan group is committed to. A high standard in ethically, socially, and environmentally friendly behaviour is integral part of our business activities.

We highly regard the confidence and trust placed in us by our business partners and customers. We must earn it through the actions and behaviour every day. This also means, that the motan group takes its responsibility in the supply chain seriously. The purpose of this Code of Conduct is, therefore, to provide our suppliers with basic requirements for responsible business behaviour and practice, which we expect our suppliers to comply with.

1 Commitment to Rule of Law

We expect our suppliers to ensure their production, products and services are following applicable laws and regulations, local ones as well as global standards.

2 Human Rights

The motan group explicitly supports human rights. We expect our suppliers to treat employees and business partners with dignity and respect in every possible situation. An inclusive, committed, and ethical culture shall be fostered by promoting diversity and equal opportunities for everyone.

We expect our suppliers to clearly commit to not accept any kind of child and forced labour and human trafficking and to comply with all statutory laws.

2.1 Child labour

The motan group explicitly does not accept any kind of child labour. We expect our suppliers to not use child labour or conduct business with business partners using child labour.

“Child” is defined as any person under the statutory minimum age applicable to local law and the minimum working ages defined by the International Labour Organization.

2.2 Forced labour

The motan group opposes any kind of forced labour. Nobody shall be employed or be made working against their own will. We expect our suppliers to not use any kind of forced labour and to not conduct business with business partners that promote or use such practices.

2.3 Human trafficking

The motan group does not support any kind of forced recruitment, transportation, or receipt of persons for the purpose of exploitation. We expect our supplier to commit to the same value and to refrain from using or providing labour or service procured illegally and notably through migrant smuggling.

3 Employment Practices

We expect our suppliers to respect the rights of their employees and to support all applicable laws and regulations in the countries they operate in. This includes all forms of rights, wages and benefits as well as working conditions.

We want to be sure and our suppliers to ensure, that every employee can work in an environment free of abuse, no matter if physically, psychologically or any other form.

The right to form and be active in associations needs to be respected as well as the freedom of speech.

4 Health and safety

The safety, health and welfare of all employees, visitors, and everyone else involved in the business activity must be ensured. This means, at minimum, that all applicable laws and regulations, and health and safety procedures must be respected and implemented.

5 Environmental

The motan group supports the goals of sustainable environment protection and strives for environmentally friendly production methods and a responsible use of natural resources.

We want our suppliers to support the motan group in their efforts and to respect their environment and work on minimizing their own environmental impacts linked to their activities. This means, the use of resources and energy shall be as efficient as and from renewable resources if possible.

The motan group itself calculates its Corporate Carbon Footprint regularly, to be able to see our development and to form actions to constantly improve our efficiency. We expect our suppliers to support the motan group in its effort.

6 Corruption and bribery

The motan group explicitly supports the worldwide efforts against corruption and money laundering. We expect our suppliers to support that effort and not to tolerate or engage in any form of corruption. This includes any form of facilitation payment as well as asking or promising anything of value to or from a public official or private-sector employee to influence actions or obtain an improper advantage.

Also, the exchange of gifts or invitations shall not be used to gain an unfair competitive advantage. In any business relation, we expect our suppliers to ensure that every offer or receipt of gifts, invitations, entertainments, or business courtesies is permitted by law and regulation, for a legitimate purpose, reasonable and not intended to influence. Exchanges need to be consistent with reasonable marketplace customs and practices and are not allowed to violate common rules and standards.

We ask our suppliers to implement reasonable due diligence to prevent and detect corruption in all business arrangements, including partnerships, joint ventures, and the use of intermediates such as agents or consultants.

7 Fair competition

We feel obliged to follow the rules of fair competition. We expect our suppliers to refrain from price fixing, abuse of market power or other unfair competitive practices as well as agreements to waive competition.

8 Conflicts of interest

Suppliers as well as employees of motan shall avoid all forms of conflicts of interest and situations that could have the appearance of a conflict of interest in the business they conduct with motan as well as other business partners. Potential situations that could lead to a conflict of interest between suppliers and motan should be discussed with motan.

9 Confidential information and intellectual property

We expect our suppliers to handle company property of all business partners with the utmost care. Suppliers must take the necessary measures to protect all motan group sensitive information and data, including, but not limited to, confidential, proprietary company specific and personal information and data. Information and data are only allowed to be used for the scope of business arrangement with motan.

10 Intellectual property

We expect our suppliers to respect intellectual property rights and always refrain from breaching any third-party intellectual property rights in all instances.

11 Personal data

We expect our suppliers to comply with all applicable laws and regulations concerning the protection of personal data.

12 International and trade compliance

We respect international embargo and export regulations. We expect our suppliers to ensure that their actions comply with all applicable laws and regulations that apply to the import and export of goods they provide or services they render.

Additionally, motan suppliers shall comply with any applicable laws and regulations regarding hazardous substances and conflict minerals and to avoid in their products the use of raw-materials which originate from Conflict-Affected and High-Risk Areas and contribute to human rights abuses, corruption, the financing of armed-groups or similar negative effects.

We also expect our suppliers to comply to all regulations concerning the restriction of PFAS.

13 Accurate records

All records referring to a business transaction, regardless of format, made or received, must serve as evidence of the business transaction and fully and accurately represent the transaction or event being documented. Records need to be retained based on all applicable legal and contractual retention requirements.

14 Responsibility in Supply Chain

We want our suppliers to support motan in its sustainability efforts along the supply chain and to use reasonable efforts to make its suppliers to comply with the principles of this Code of Conduct and check their compliance on a risk-based approach.

We also want them to assure, that their suppliers are selected and treated according to the principles of non-discrimination.

15 Adherence to the Code of Conduct for supplier

This Code of Conduct for supplier, created by the motan holding gmbh, is a binding guideline for all business transactions of the motan group.

Our supplier should provide their employees with an appropriate way to raise problems or concerns for misconduct of this Code of Conduct for supplier.

Any form of misconduct can also be reported to the motan group's Whistleblower-System, accessible through the motan group's corporate website www.motan-group.com.

In case of suspicion, the motan group reserves the right to commission an independent entity for the investigation.

Validity of guideline

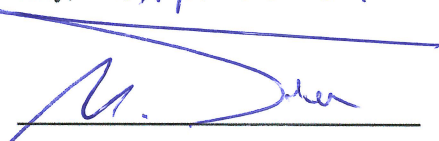
This guideline comes into effect immediately.

Konstanz, April 1st, 2024



Sandra Füllsack, motan group

Isny, 1. April 2024



Michael Tregner, motan operations gmbh

Revision list

Version	Date	Reason for the amendment	Name
1.0	01.04.2024	Version 1.0	Sandra Füllsack