



## Supplier Code of Conduct





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## Preamble & scope

At TÜV SÜD, including all companies in which TÜV SÜD AG directly or indirectly holds a majority interest, we have given a high priority to the sustainability of our actions within the framework of our strategy „The next level. Together.“: Sustainability is in our opinion an elementary component of our corporate purpose.

The TÜV SÜD purchasing department with its supply chain makes a significant contribution to fulfilling this social, ecological and ethical responsibility.

The principles set out in this Supplier Code of Conduct form an integral part of our supplier selection and assessment. We also expect from our suppliers that they adhere to and implement these standards in their own company and ensure compliance with and implementation of these standards in their own supply chain. This Supplier Code of Conduct is rooted in the most important international standards and guidelines for human rights, such as the International Labor Standards (ILO), OECD Guidelines for Multinational Enterprises, ISO 45001, ISO 14001, United Nations Global Compact, United Nations Guiding Principles, United Nations Universal Declaration on Human Rights, United Nations against Corruption.

We protect people, the environment and material assets from technical risks - and thus make progress possible. For people will only then accept new technologies if they do not pose any risks.

Sustainability, climate protection and corporate responsibility - these issues are crucial for the development of our society. Our actions today and the sustainability of our current way of doing business and living determine the living conditions of tomorrow's generations - and companies like ours have a duty to help shape the future with this in mind.

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## Social responsibility and respect for human rights

### Prohibition of forced labour

We do not accept slavery, servitude, forced labour and human trafficking - in any form in our supply chain. We also do not accept debt or contractual slavery or involuntary prison labour. Practices such as the retention of personal property, passports, wages, employment certificates or other documents on inappropriate grounds are not acceptable.

### Prohibition of child labour

Child labour is not tolerated in our supply chain. Children may not be employed in production or in providing other services. The definition of child labour conforms to the International Labour Organisation (ILO) standards. If a local law stipulates a higher legal minimum age for workers or a longer term of compulsory schooling, the higher age / the strict regulation applies.

### Fair pay

Pay must be issued to the employee regularly, on time and in its entirety without exception according to the valid laws. It has to conform to the local laws on remuneration and fulfil at least the minimum wage laws. The remuneration and other services should enable the employees and their families to maintain an appropriate standard of living. Wage deductions as a disciplinary measure are not tolerated.

### Fair working conditions

The respective valid local laws and the regulations on working times stipulated by the International Labour Organisation (ILO) have to be followed.

Sufficient time for breaks must be ensured. Physical punishment, the threat of physical violence, sexual or other forms of harassment and intimidation are banned.

### Equal opportunities and inclusion

We expect equal opportunities and equal treatment of employees to be actively promoted and discrimination in any form to be strictly prohibited. No employee may be disadvantaged or harassed due to their gender, age, skin colour, ethnic or social origin, sexual identity, a



handicap, their religion or ideology or their political viewpoint. Attention should rather be focused on the provision of an including and supportive working environment, in which value is placed on diversity when selecting employees.

### Health protection and occupational safety

We expect that the respective applicable local law on health protection and occupational safety will be strictly adhered to. Violations against this are not acceptable. The employees must be adequately protected against chemical, biological and physical dangers. In our supply chain, all should strive to create and implement an appropriate occupational safety management system (e.g. according to ISO 45001). This should cover both the containment of actual and potential occupational safety risks and the training of employees to prevent accidents and occupational illnesses to as great an extent as possible.

Stress on workers from the danger of physically demanding work, the manual transfer of materials using heavy or repeated lifting, long periods standing and severely repetitive manual activities should be determined, assessed, checked and improved.

In addition, dangers to employees also include those that could result from mental stress at work, for example in the case of a continuously high level of time and performance related requirements or in the case of unfavourably structured shift work.

Production systems and other machines have to comply with the safety standards and be properly maintained at all times.

A safe work place also includes appropriate sanitary facilities and access to clean drinking water.

### Freedom of association

In agreement with local laws, the right has to be granted to the employee that they can associate freely, organize, appoint employee representatives and negotiate collectively.

An icon showing a green hand holding a green leaf.

## Environmental responsibility

### Use of natural resources and environmental protection

We expect natural resources to be used sparingly and conserved wherever possible. The use of natural resources should be reduced through the application of practices such as material reduction and substitution, shared use, maintenance, reuse, reprocessing and recycling as well as by changing the production procedure. Everyone in our supply chain should commit to the continuous development and use of environmental and climate-friendly products, procedures and technology. Current laws and regulations with regard to the prohibition and restriction of certain substances in production have to be strictly observed and labelling for recycling and disposal to be conducted. Negative effects on the environment and the climate caused by a party itself must be identified and prohibited as quickly as possible.

### Environmental management system

We expect adherence to the respective applicable local environmental laws, regulations and standards. Further, everyone in our supply chain should strive to create and implement an appropriate environmental management system (e.g. according to ISO 14001). It should minimize environmental impacts and hazards and establish and improve environmental protection in daily business operations. Appropriate supporting documentation and records should be available upon request.

### Waste, wastewater and emissions

Adherence to local regulations and laws for the formation, storage, disposal and recycling of waste, waste gases and wastewater must be ensured by our suppliers. Activities that could have negative effects on the health of individuals or on the environment and climate have to be dealt with, measured and checked in an appropriate manner. The generation of waste, wastewater and emissions should be reduced to as low a level as possible.



## Chemicals

The production of any products containing mercury is prohibited. Similarly, we expect that non-degradable organic pollutants or chemicals that are banned at the national or international level will not be produced or used.



We expect that in all business decisions and actions the respective valid laws, in particular the U.S. Foreign Corrupt Practices Act, the UK Bribery Act 2010 and the UK Modern Slavery Act 2015, are observed and no criminal offenses are committed.

## Prohibition of corruption, bribery and personal gains

We expect that corruption, bribery, extortion, fraud or breaches of trust, insolvency crimes and personal gains will not be tolerated. In particular it must be ensured that all employees, subcontractors or representatives do not grant, offer or accept bribes, so-called "Facilitation Payments", unlawful donations or other improper payments or benefits to customers, public officials or other third parties. We also expect that our suppliers do not offer, promise or grant gifts or other contributions to TÜV SÜD employees or their third parties with the objective of receiving an advantage in business dealings.

## Avoidance of conflicts of interest

Any conflict of interest in conjunction with TÜV SÜD must be avoided, i.e. in their business relations with TÜV SÜD suppliers may only make their decisions on the basis of factual considerations and may not be guided by personal interests. This applies in particular where there are close personal ties between suppliers and employees of the TÜV SÜD. Suppliers have to inform TÜV SÜD pro-actively and immediately about any situation that could lead to a conflict of interest, to give TÜV SÜD the chance to take appropriate action.



### Objectivity in tests and inspections

We also expect in our supply chain that testing or inspection services be conducted in an objectively verifiable manner, transparently and with the required expertise and level of professionalism.

### Fair competition

We expect everyone in our supply chain to behave fairly in competition and to comply with all applicable antitrust and unfair competition laws, and not to engage in collusion in violation of antitrust laws or to abuse their dominant market position.

Unlawful restrictions of competition are, among others, anti-competitive activities and arrangements with other suppliers or providers about prices, other fees, profit surcharges, processing margins and other price components, payment conditions, delivery conditions and other conditions, payment of cancellation fees or indemnity payments and profit-sharing or other charges, to the extent that the behaviour and agreements are not permissible under competition law.

### Money laundering

We expect compliance with domestic and foreign money laundering regulations and avoidance of transactions that facilitate money laundering.

### Export law and control law

We expect everyone in our supply chain to adhere to the respective applicable export and customs laws and regulations in all countries in which they are actively working and provide information immediately if a delivery /service is completely or partially subject to export restrictions according to national law, according to EU decrees or other international embargo and export provisions.

### Confidentiality and data protection

We expect that all information that is made available or obtained, in particular personal data that is made available or obtained, will be solely processed for legitimate business purposes, for a specific purpose and in a manner that guarantees appropriate security of the information or personal data, including protection from unauthorized or unlawful processing and from unintentional loss, unintentional destruction or unintentional damage by using suitable





technical and organizational measures that comply with the latest technology. We expect all relevant legal regulations on data protection and security of information to be observed.

### Protection of know-how, patents, trade and business secrets

Everyone in our supply chain respects the know-how, patents, trade and business secrets of TÜV SÜD and third parties. This type of information is not transferred or otherwise made available in an improper way to a third party without prior express consent from TÜV SÜD in writing. Our suppliers shall not use confidential information provided to them for purposes other than those for which it was provided, and in particular shall not misuse it (e.g. by means of so-called "reverse engineering").

### Adherence to the TÜV SÜD Supplier Code of Conduct

All of the supplier's employees shall be informed about the content of this Supplier Code of Conduct and receive regular training to ensure compliance with these requirements.

We expect our suppliers to identify the relevant risks and take appropriate measures to comply with this Supplier Code of Conduct.

In the event of a breach of this Supplier Code of Conduct, TÜV SÜD reserves the right to take action against the supplier, which may include, for example, barring the supplier, requiring the supplier to take appropriate remedial action and/or terminating the business relationship.

To prove compliance with the principles, requirements and recommendations for action from this Supplier Code, the suppliers can be requested to complete a Supplier Self Assessment (SAQ).

Furthermore, TÜV SÜD shall be entitled to conduct audits at suppliers' premises, at its own expense, either remotely or also on site by TÜV SÜD or third parties commissioned by TÜV SÜD, in order to assess the measures taken to comply with this Supplier Code of Conduct. Each supplier undertakes to assist TÜV SÜD in conducting such audits; in particular, it shall provide TÜV SÜD with all documents and information required to conduct the audit and shall grant access to its premises. Audits shall generally take place during normal business hours. TÜV SÜD will notify the time for an audit with appropriate advance notice. When conducting the audit, TÜV SÜD will comply with data protection regulations and ensure that the confidentiality of the supplier's trade secrets is maintained, if necessary, by concluding specific confidentiality agreements.



We expect our suppliers to maintain a complaint mechanism open to all employees to report violations of the standards embodied in this Supplier Code of Conduct. Reprisals against persons who utilize this reporting option are not permitted.

If a supplier acquires knowledge of violations or deviations from the TÜV SÜD Supplier Code of Conduct in their own company or within the supply chain, these have to be reported immediately to TÜV SÜD and remedial action must be initiated.

TÜV SÜD offers internal and external parties the compliance reporting channel "[TÜV SÜD Trust Channel](#)" for reporting compliance violations.

This compliance whistleblowing system provides a secure way for reporting compliance violations in several languages and anonymously.

<https://www.tuvsud.com/de-de/ueber-uns/code-of-ethics/trust-channel>