

# Code of Conduct / Principles of Conduct of LINE Reinraumtechnik GmbH for Employees

# **Prohibition of corruption & bribery**

We do not tolerate corruption and do not support money laundering. Attempts at bribery are to be reported immediately by each employee to the respective superior. In addition, every employee must observe the regulations and laws against money laundering. All suspected cases of money laundering must also be reported immediately to the respective supervisor.

## Dealing with donations from third parties

Contributions from third parties are to be strictly rejected if they are connected with a concrete consideration or could be understood as an attempt to influence. Irrespective of this, all benefits from third parties must be rejected if they violate internal guidelines or laws. Benefits, such as invitations or gifts, may generally only be accepted if they are within reasonable limits and comply with the above-mentioned guidelines.

### Avoidance of conflicts of interest

We undertake to strictly separate private and professional interests and to make decisions exclusively in the interests and for the benefit of the company. The use of private advantages from business relationships is prohibited. We conduct ourselves lawfully and undertake to avoid conflicts of interest. Any suspicion of a conflict of interest between private and business matters must be reported immediately by each employee to the respective superior.

#### Discrimination as a taboo and fair treatment of all employees among each other

We do not tolerate discrimination, bullying and condemn any kind of racism or sexual harassment. Respectful, fair and objective treatment among all employees is our top priority. Every employee is obliged to respect the personal dignity of others.

#### Prohibition of child and forced labour

We respect human rights and do not tolerate child or forced labour. We also expect this from all our customers, suppliers and partners.

#### Confidentiality of company and business data

We are committed to absolute confidentiality about company and business data, even beyond the employment relationship. Internal company data may neither be used for personal interests nor made accessible to third parties. This confidentiality applies equally to information we receive from our customers, suppliers or business partners.



#### **Environmentally friendly actions**

We act in a sustainable, environmentally conscious and resource-saving manner. Each employee is responsible for ensuring that the applicable laws, internal guidelines and regulations on environmental protection are observed in his or her area of work.

#### Equal opportunities for all employees

Equality and equal rights are important basic values for us. Our appreciation is the same for all employees. Therefore, every employee receives the same career advancement or development opportunities and is not discriminated against based on social origin, gender, religion, nationality, age or physical impairment.

### Observance of occupational health and safety standards

The health of our employees is our top priority. Therefore, every employee is obliged to comply with the applicable laws and regulations on occupational safety and accident prevention. Possible sources of accidents must be reported immediately by each employee to the respective supervisor or, if possible, eliminated by the employee himself/herself.

# Careful handling of company property

We handle company property carefully and sparingly. Equipment and facilities may only be used for their intended purpose and may not be misused for private purposes in an inadmissible manner.



# Code of Conduct / Principles of Conduct of LINE Reinraumtechnik GmbH for Suppliers and Subcontractors.

The following guidelines describe our company's position on business ethics, working conditions, human rights and environmental protection; both for our suppliers and for their subcontractors and suppliers.

These guidelines are based on fundamental principles of social and environmental responsibility that comply with local laws and meet international expectations.

We expect our suppliers to comply with these standards and to pass them on in their supply chain.

#### Introduction

As a manufacturer of turnkey cleanroom system solutions, LINE Reinraumtechnik GmbH assumes responsibility on a daily basis at its customers' production and operations sites.

This Code of Conduct defines the principles and requirements of LINE Reinraumtechnik GmbH to its suppliers regarding their responsibility for people and the environment.

We expect our suppliers to fully recognize and comply with applicable laws and internationally recognized environmental, social / ethical (ETI Base Code) and corporate governance standards (ESG standards).

## Supplier hereby declares:

## **Business Ethics**

We are committed to maintaining the highest standards of integrity and acting honestly and fairly throughout the supply chain in accordance with local laws.

## **Compliance with Laws and Standards**

Supplier agrees to comply with all applicable national and international laws and standards, including the United Nations Declaration of Human Rights and the International Labor Organization ("ILO") Declaration on Fundamental Principles and Rights at Work.

## **Business Ethics**

Supplier agrees to conduct its business in accordance with the ETI Base Code Standards and to follow fair competitive practices. In particular, the Supplier agrees to comply with antitrust and competition laws and regulations.

## Bribery, Corruption and Extortion

The supplier undertakes to fight any form of bribery, corruption and extortion and to comply with the relevant and to comply with the relevant applicable laws and standards.

## Human rights and working conditions

We respect the human rights of workers and treat all people with the Dignity recognized by the international community.



### Fair working conditions

The supplier undertakes to recognize the fundamental rights of its workers and to provide fair working conditions for its workers.

#### **Child Labor**

The use of child labor is strictly prohibited in accordance with the ILO3 Conventions, the United Nations Convention on the Rights of the Child, and national and international legal systems. Child labor shall not be used at any stage of production. Suppliers are required to comply with the recommendation from the ILO conventions on the minimum age for employment of children and adolescents.

## Prohibition of Forced and Involuntary Convict Labor

No forced labor, slave labor or such comparable labor shall be used. All work must be voluntary and employees must be able to leave work or employment at any time. In addition, there must be no unacceptable treatment of workers, such as psychological hardship, sexual and personal harassment.

#### **Illegal labor activity**

The use of illegal labor activity is strictly prohibited.

#### Discrimination

The supplier ensures that equal opportunities exist in all areas of employment and takes a clear stand against any form of harassment. Discrimination based on gender, nationality, ethnicity, disability, political beliefs, union membership, religion or sexual orientation is strictly prohibited.

#### **Unacceptable behavior**

Unacceptable conduct toward employees that is in any way sexually threatening, abusive or exploitative is strictly prohibited.

## Working hours and remuneration

The Supplier undertakes to comply with the maximum working hours stipulated by law in the respective country. The Supplier undertakes to remunerate its employees at least at the minimum wage stipulated by law in the respective country.

#### Freedom of association and right to collective bargaining

The supplier undertakes to recognize the freedom of association of its employees and the right of employees to collective bargaining.

# Occupational safety and health protection

The supplier undertakes to provide its employees with a workplace that is safe and does not pose any health risks.

#### Environment

We support a proactive approach to environmental responsibility by protecting the environment, conserving natural resources and reducing the environmental footprint of its production, products and services throughout their life cycle.



### **Environmental Protection**

The supplier is committed to conducting business in an environmentally responsible manner and to constantly improve environmental protection. The Supplier shall promote the safe and environmentally sound design and manufacture of its products, as well as their transportation, use and disposal. The supplier shall protect the lives and health of its employees and neighbors, as well as the public, from hazards that may arise from its manufacturing processes and products.

The supplier uses resources efficiently and sparingly, uses energy-efficient and environmentally friendly technologies and reduces its waste quantities as well as emissions to air, water and soil. The supplier reduces the impact of its activities on biodiversity, climate change and water scarcity.

As a supplier or subcontractor of LINE Reinraumtechnik GmbH, we fully and irrevocably guarantee compliance with the aforementioned specifications and standards.