

# Supplier Code of Conduct – Dancop International GmbH

## 1. Introduction

At Dancop International GmbH we take responsibility for how we impact people, the environment, and climate. This applies to both our own activities and our relationships with suppliers. This Supplier Code of Conduct sets the terms and conditions we want our suppliers to follow, so that together we can ensure responsible management of human and labor rights, climate and environmental issues, and governance matters.

This Supplier Code of Conduct should be considered a starting point for dialogue and collaboration between the supplier and Dancop International GmbH. The Code of Conduct is a tool for us to collaborate on our shared responsibility and continuously improving efforts within the areas outlined in this Code of Conduct.

At Dancop International GmbH, we recognize that our procurement practices impact both our collaboration and our supplier's efforts to comply with this Code of Conduct. Therefore, we work towards responsible procurement practices with a focus on fair pricing, sensible and fair planning, and flexibility when changes arise. The goal is a mutually respectful partnership.

This Supplier Code of Conduct is aligned with the principles set out in the Dancop Group Code of Conduct and internationally recognized standards, including the ILO Core Labour Standards, the UN Universal Declaration of Human Rights and the OECD Guidelines for Multinational Enterprises.

### 1.1 Application

By signing this document Dancop International GmbH and the supplier commit to collaborating to comply with all points outlined in this Code of Conduct. This Code of Conduct enters into force upon signature.

The supplier also commits to comply with the national laws and regulations applicable in the supplier's country. The measures that best protect the affected employees must always be maintained.

### 1.2 Violations

If the supplier discovers violations of the framework established in this Code of Conduct within their operations, the supplier must inform Dancop International GmbH of this, along with an explanation of any corrective actions taken and a plan to prevent future violations.

Repeated, undisclosed, or ignored violations may result in warnings and, in the worst case, lead to the termination of the collaboration.

### 1.3 Updates

Our Code of Conduct will be reviewed and updated whenever relevant.

## 2. Social responsibility

Dancop International GmbH is a workplace where we treat people with dignity and respect and uphold human rights. We expect the same from our suppliers.

### 2.1 Child and Youth Labor

The supplier must not engage in or benefit from child labour. The minimum age for full-time employment must not be below 15 years (14 years if local legislation permits) or lower than the age for completing mandatory schooling in the country of employment.

The supplier must protect employees under the age of 18 from tasks involving hazardous work and from working conditions that are harmful to their health, safety, morals, or development.

## **2.2 Forced labor and Human Trafficking**

The supplier must not engage in or benefit from forced labour or human trafficking. Any work shall be voluntary and without penalty.

## **2.3 Contracts**

The supplier must ensure that all employees have a written contract of employment. The contract must detail all terms of employment, be written in a language the employee understands, and comply with applicable agreements, minimum wage laws, and other regulations concerning working conditions, as well as the requirements of this Code of Conduct.

## **2.4 Working Hours and Wages**

The supplier must ensure reasonable working hours in compliance with local legislation. Employees must be paid fully and on time according to applicable laws. Wage deductions as a disciplinary measure are not permitted and employees must be allowed to terminate their employment or work at any time.

## **2.5 Breaks, Absence, and Leave**

The supplier must ensure that employees receive reasonable daily breaks and consecutive hours of rest according to local legislation and standards. All employees are entitled to vacation and leave in accordance with applicable laws and any collective agreements.

## **2.6 Freedom of Association and Collective Bargaining**

The supplier must respect employees' rights to organize, join a union, and participate in collective bargaining. At Dancop International GmbH we are aware of and understand that this right may be challenged in certain countries. The supplier must not use the formation, joining or membership of a union as a reason for unjustified discrimination or retaliation.

## **2.7 Discrimination**

The supplier must ensure a workplace culture free from discrimination, harassment, violence, or discriminatory behaviour. This includes but is not limited to discrimination on gender, age, religion, ethnicity, and sexuality and applies to all stages of employment, from recruitment to termination. In particular, the prohibition of discrimination includes the payment of unequal remuneration for work of equal value.

## **2.8 Occupational Health and Safety**

The supplier is responsible for a healthy and safe working environment to prevent accidents at work or work-related health hazards by implementing necessary safety measures and providing appropriate equipment.

All employees must be informed and trained in critical procedures such as evacuation plans, fire safety, and the safe handling of hazardous materials, chemicals, and/or machinery.

The supplier must also ensure a healthy physical work environment, including access to clean water and sanitation, proper lighting, indoor climate, ergonomics, and a safe psychological work environment characterized by mutual respect and recognition across all employees.

### **2.9 Protection of affected communities and natural resources**

The supplier shall observe the prohibition of unlawful eviction and the prohibition of unlawful deprivation of land, forests and waters in the acquisition, construction or other use of land, forests and waters, the use of which secures the livelihood of a person.

## **3. Environmental Responsibility**

At Dancop International GmbH we are committed to reducing our negative impact on the environment and climate. We expect our suppliers to do the same.

### **3.1 Legislation and Approvals**

The supplier must comply with relevant local and national environmental and climate legislation and obtain and maintain all necessary permits, approvals, and certifications.

### **3.2 Environmental Precaution**

The supplier is expected to adopt a precautionary approach to environmental and climate-related issues and improve their environmental performance.

### **3.3 Energy and CO<sub>2</sub> emissions**

The supplier must run energy-efficient processes to minimize its energy consumption and CO<sub>2</sub> emissions.

### **3.4 Pollution**

The supplier must comply with the prohibitions of causing harmful pollution. This includes wastewater discharges as well as pollution of air, water, and soil. Additionally, the supplier must avoid or minimize the use of hazardous substances in accordance with applicable legislation and secure proper and responsible use, storage, handling and disposal of these substances.

### **3.5 Water**

The supplier must work to keep its water consumption to a minimum and operate water-efficient processes. In addition, the supplier must state if they are in/near an area with water scarcity.

### **3.6 Waste**

The supplier must, at a minimum, comply with local regulations for waste management and work to minimize its total waste quantities. Furthermore, the supplier must work towards increasing the amount of waste sent for recycling or reuse.

The supplier must ensure that hazardous waste is handled and disposed of safely and in accordance with applicable legislation. All relevant employees must receive appropriate training in handling this type of waste to ensure their health and safety.

## **4. Governance**

### **4.1 Responsible Sourcing**

The supplier must avoid sourcing raw materials from conflict-affected or sanctioned areas or locations where extraction poses health risks to workers and local communities.

### **4.2 Confidentiality and Data Security**

The supplier must comply with applicable laws on personal data security when collecting, storing, processing, transmitting and disclosing it. This includes information about their own company, employees, and customers. The supplier is also obligated to ensure the confidentiality of business

secrets and other non-public information received during their collaboration with Dancop International GmbH whether the information is received in writing, orally, or digitally.

#### **4.3 Intellectual property rights**

The supplier shall observe the intellectual property rights.

#### **4.4 Anti-Corruption and Bribery**

The supplier must not participate in or accept any form of bribery, corruption, extortion, embezzlement, or fraud in their business practices, transactions, or through business partners. Additionally, they must comply with applicable laws on the prevention of bribery and corruption. We pursue a zero-tolerance policy in this regard and demand this from our suppliers.

#### **4.5 Fair competition**

The supplier must comply with fair business, competition and advertising regulations. Furthermore, the relevant antitrust laws and the associated prohibitions must also be observed.

#### **4.6 Risk Management – Due Diligence**

The supplier is encouraged to have systems or procedures in place to prevent, mitigate, and manage risks of negative impacts within the areas outlined in this Code of Conduct. We also encourage the supplier to follow up on and evaluate their own and sub suppliers' efforts to comply with this Code of Conduct.

#### **4.7 Grievance Mechanism**

The supplier must ensure that all employees can anonymously report complaints regarding inappropriate behaviour or activities that violate this Supplier Code of Conduct. If the supplier does not have its own reporting system, reports can be made through Dancop International GmbH to [compliance@dancop.com](mailto:compliance@dancop.com). Inquiries to Dancop International GmbH will be handled with discretion and confidentiality in accordance with applicable laws.

The supplier shall pass on information received from Dancop International GmbH regarding accessibility, responsibility, and implementation of the complaint procedure to its employees in an appropriate manner.

### **5. Implementation of requirements**

Dancop International GmbH expects the supplier to identify risks in the supply chain and take appropriate measures. The supplier must immediately inform us of any suspected violations, and regularly update us on risks, violations, and corrective actions.

Compliance with our Code of Conduct can be verified through questionnaires and risk-based audits at the supplier's premises. The supplier agrees to have annual audits performed during normal business hours with reasonable notice. The supplier may object to audits if data protection laws apply.

If a violation is identified, we will notify the supplier within one month and set a reasonable deadline for remediation. If remediation is not possible, we will develop an action plan with the supplier.

In case of a serious violation, unsuccessful remediation, or failure to meet the action plan, we may terminate contracts after the grace period, as previously stated. The right to terminate immediately for serious violations and to claim damages remains unaffected.

### **6. Transparency and Documentation**

We expect the supplier to operate an open and transparent business, demonstrate commitment to the content of this Code of Conduct, and incorporate relevant topics into their own policies and processes.

The supplier must engage in collaboration and dialogue to comply with and uphold the terms and frameworks listed in this Code of Conduct and can make Dancop International GmbH aware of any risks in this regard. This also includes, upon request, providing the necessary documentation to demonstrate compliance with this Code of Conduct, to the extent possible.

This Supplier Code of Conduct is part of our contractual relationship with the supplier (see GTCs at [www.Dancop.com](http://www.Dancop.com)).

*Signature (location, date and name) from Dancop:*

*Signature (location, date and name) from the supplier:*

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Peter V. Ekström

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*INSERT NAME*

*INSERT SUPPLIER INFORMATION*

*Dancop International GmbH  
Wilhelm-Rausch-Straße 15  
31228 Peine-Stederdorf  
Germany*

*CEO/Owner at INSERT SUPPLIER COMPANY NAME*

*CEO at Dancop International GmbH*