

## Supplier Code of Conduct

### Short Description

This Supplier Code of Conduct applies to all companies that provide products or services to Busch Vacuum Solutions, Pfeiffer Vacuum and centrotherm clean solutions as well as their subsidiaries, joint ventures, divisions or affiliates (hereinafter referred as “Busch Group” or “the Group”). Busch Group requires suppliers and their employees to commit to this Supplier Code of Conduct as a condition of doing business.

This document is part of the supplier selection process and is obligatory. It applies to all companies of Busch Group.

### Change history

Effective from	Version
13.11.2020	v.1
01.06.2024	v.2

Business all around the globe is very promising but conducting our business with high standards of ethics and integrity when dealing with our employees, customers and business partners is our top priority. This doesn't mean just complying with the laws and regulations; it also means leading by example in the way that we do business and in the way that we behave.

As a world's leading supplier in the vacuum industry, we purchase raw materials, commodities and services from suppliers worldwide to provide quality, reliability and advanced technological solutions. It is our firm conviction that sustainable economic success is inseparable from compliance with laws and our internal standards, particularly where human rights, health and safety at work, environmental protection and combatting corruption are concerned.

We act in accordance with our "Code of Conduct" and "Policy Statement on Human Rights Strategy" available on our company website. Our requirements are based on the international principles of the UN Global Compact, the Universal Declaration of Human Rights of the United Nations, the European

Convention for the Protection of Human Rights and Fundamental Freedoms and the International Labor Organization's (ILO) Declaration on the four Fundamental Principles and Rights at Work, taking into due account the applicable laws and regulations in different countries and at different sites. They are supplemented by our internal standards and core values.

Based on our core values addressing business ethics, social and environmental principles, as well as fundamental human rights commitments, we require our suppliers to adhere to the hereafter listed principles as defined in this Supplier Code of Conduct. Our Supplier Code of Conduct is an integral part of all supplier contracts and mandatory for all our suppliers. We expect our suppliers to implement these principles throughout their whole supply chain, binding their own employees, sub-suppliers and subcontractors. This Supplier Code of Conduct is not intended to replace national supplier's laws and regulations, but rather to promote and comply with those laws and regulations and to ensure that they are followed diligently and effectively.

## **I. LAWS AND ETHICAL STANDARDS**

The supplier shall support the principles mentioned above, as well as comply with all laws and regulations applicable to its business.

## **II. HUMAN RIGHTS AND FAIR LABOR PRACTICES**

The supplier shall respect internationally proclaimed human rights and shall assure not to be complicit in human rights violations. The supplier shall adhere to the standards and conventions drawn up by the International Labor Organization (ILO). Furthermore, the Group expects suppliers to establish appropriate due diligence processes to protect human rights and to share this expectation also with their own business partners. These due diligence processes shall be supported through an established Risk Management System to identify, access and control potential or existing human rights abuses. We require our suppliers to take effective measures to prevent and remedy human rights violations and to disclose any potential infringements. Our expectations especially apply to:

### **Child Labor**

Child labor is forbidden. The supplier has to observe the minimum age for permission to work according to the national regulations. The supplier must also not purchase materials or services from companies using child labor.

### **Forced Labor**

The supplier must not participate in any form of forced labor, bonded (including debt bondage), involuntary or exploitative prison, trafficked or slave labor. It is furthermore prohibited to purchase materials or services from companies using forced, involuntary or slave labor. The supplier must be able to confirm that materials included in their products comply with all labor and human laws of the country in which they do business.

### **Diversity and Inclusion**

The supplier shall promote an inclusive work environment that values the diversity of its employees. The supplier shall be committed to equal opportunities and not discriminate or tolerate discrimination or harassment with respect to gender, ethnic and national origin, color, religion, age, disability, sexual orientation and identity, or any other characteristic protected under international or local law.

## **Health and Safety**

We expect our suppliers to strive to implement the principles of occupational health and safety at a high level. The supplier shall comply with the applicable occupational health and safety provisions and ensure a safe and healthy working environment, in order to maintain employees' health, safeguard third parties and avoid any accidents, injuries or work-related illnesses. The supplier shall establish an occupational health and safety management system.

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

The supplier must respect the right of its employees, to the full extent of applicable national law, to form and enter into a worker's council, collective bargaining unit or other employee representations.

## **Remuneration and Working Hours**

The supplier shall comply with the respective national laws and provisions on working hours including rest breaks, overtime and paid vacation, as well as wages and salaries and employer's contributions.

## **Grievance Procedures**

The supplier shall provide employees and third parties with effective grievance procedures for raising human rights and workplace concerns in their companies.

## **III. ENVIRONMENTAL PROTECTION**

The supplier shall adhere to any applicable environmental laws, provisions and standards. It is furthermore expected that the supplier develops and uses an efficient environmental management system (e.g. their own written policy, ISO 14001 or other standards), in order to identify and minimize the environmental impact and hazards as well as to protect human rights. In this respect, we expect the supplier to make reasonable provision for protection of the environment in its own business activities.

We require the supplier to support our environmental and climate protection commitments through the products and services it delivers and to report relevant information on environmental and climate protection upon request.

## **Responsible Sourcing of Minerals**

The supplier shall comply with applicable laws and regulations regarding conflict and extended minerals such as tin, tungsten, tantalum, gold, cobalt and mica. The supplier shall ensure that

products supplied to the Group do not contain metals derived from minerals or their derivatives originated from conflict regions that directly or indirectly finance or benefit armed groups.

### **Responsible Sourcing of Materials**

The supplier shall comply with applicable laws and regulations regarding material compliance. The supplier shall ensure that products supplied to the Group do not contain restricted substances which are regulated in the different laws such as REACH, RoHS, Persistent Organic Pollutants, TSCA and others.

We require the supplier to report relevant information on substances upon request.

### **Waste Management**

The use of rare resources shall be limited or avoided where possible and the supplier shall strive to reduce its waste. The waste produced by its activities shall be identified, monitored, managed and treated in accordance with applicable laws.

### **Use of Mercury**

The Supplier shall refrain from manufacturing products containing mercury, from using mercury and all mercury compounds in manufacturing processes, from handling mercury waste contrary to existing international conventions such as the Minamata Convention.

### **Handling of Persistent Organic Pollutants and Hazardous Waste**

The Supplier shall refrain from the production and use of chemicals pursuant to the Stockholm Convention on Persistent Organic Pollutants (POPs).

Additionally, the supplier shall refrain from the non-environmentally sound handling, collection, storage and disposal of waste in accordance with the regulations in force in the applicable jurisdiction in accordance with the POPs Convention. Furthermore, the supplier shall refrain from exports/imports of hazardous waste according to the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes.

## **IV. BUSINESS ETHICS**

### **Business Integrity**

The supplier shall meet international anti-corruption standards and local anti-corruption and antibribery laws. The supplier shall in particular refrain from offering employees of the Group any

services, gifts or benefits (either directly or indirectly) that could appear to influence their decisions on sourcing and contracting issues. Although giving gifts is acceptable in some cultures, the Group requests that suppliers respect the company's policy.

### **Conflict of Interest Prevention**

In its supplier's business dealing, the Group expects the supplier to take decisions based on objective criteria only. Therefore, the supplier shall adhere to all applicable laws regarding conflicts of interest and make every effort to recognize, disclose, and mitigate possible personal conflicts of interest within the scope of the supplier's working relationship with the Group and the Group's employees.

### **Fair Competition**

The supplier shall comply with competition and anti-trust laws applicable in its country. In this regard, abuses of dominant position, concerted practices or unlawful agreements, as well as exchange of pricing information between competitors are to be prohibited.

### **Money Laundering**

The supplier has to comply with all applicable laws governing the prevention of money laundering and terrorism financing and does not participate in these activities.

### **Import and Export Controls**

The supplier shall comply with all valid and applicable laws when importing and exporting goods and services.

### **Protection of Personal Data and Intellectual Property**

According to data protection regulations applicable, the supplier shall safeguard and make only appropriate use of confidential and personal information collected from/regarding the Group. The supplier shall ensure that all employees' and business partners' privacy is protected.

The supplier shall respect intellectual property rights. The transfer of technology and know-how is to be done in a manner that protects intellectual property rights and customer and supplier information is to be safeguarded.

### **Confidentiality**

The supplier shall properly handle sensitive information received from the Group. This information shall not be used for any purpose other than the business purpose for which it was provided.

## **V. COMPLYING WITH THE SUPPLIER CODE OF CONDUCT**

### **Compliance with the Supplier Code of Conduct**

Upon giving reasonable prior notice, the Group reserves the right to check adherence to the requirements of the Supplier Code of Conduct. The Group encourages its suppliers to introduce their own binding guidelines for ethical conduct. The supplier shall encourage its own suppliers to adhere to the human rights, occupational safety, ethical standards and environmental standards forming the basis for this agreement within the scope of fulfilling their contractual obligations. The supplier shall be responsible for its own supply chain. Any violation of the obligations specified in the Supplier Code of Conduct shall be deemed a material contractual infringement by the supplier.

### **Deployment of Sub-contractors**

The supplier shall be independently responsible for ensuring compliance with the content of this code by its subcontractors.

### **Violation of the Supplier Code of Conduct**

Compliance with these guidelines is seen as the basis of a good, constructive and professional working relationship between the parties. In the case of violation of the present Supplier Code of Conduct by the supplier, the Group shall request the supplier to present an action plan for subsequent improvement without delay, which provides for eliminating the cause of the violation within a fixed period of time. Such a plan is to be set out in writing and approved by the Group. In addition, the Group reserves the right to trigger the termination of existing agreements for good cause.

### **Reporting Complaints**

We encourage everyone to report and express any breaches of the principles as outlined in this Supplier Code of Conduct by using our web-based whistleblowing system (accessible via all respective company websites).

**Busch Group**  
**Supplier Code of Conduct**  
**Acknowledgement**

We would like to ask you to acknowledge the attached Supplier Code of Conduct.

<b>Supplier data</b>					
Supplier's name:			Supplier number:		
Address:					
ZIP Code:		City:		Country:	
<b>Contact</b>					
Employee in charge:					
Telephone:					
E-mail:					

Place, Date

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Signature