



**GETEC**

# **SUPPLIER CODE OF CONDUCT OF THE GETEC GROUP.**

**Guidelines for our actions.**

March 2024



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## PREAMBLE

The GETEC Group is a leading energy provider and energy service contracting specialist for the industry and the real estate sector in Germany and Europe. Our value proposition „We have the energy for more“ is the guiding principle for more than 1,500 employees at some 30 locations. They guide our customers through an increasingly complex energy world with excellent engineering skills, regulatory competence, proven swiftness of action and comprehensive sustainability expertise. We see ourselves as our customers' partner for smart, efficient and green energy solutions. After all, sustainability, efficiency, economic viability and the protection of our resources have been firmly entrenched in our DNA all along.

To live up to our responsibility for implementing ethical, social and ecological standards, we comply strictly with statutory requirements. Beyond this we have committed ourselves to an additional, voluntary code of conduct within our group and its companies as well as with respect to our business partners. Since we see these rules as the foundation of cooperation between partners, this Supplier

Code of Conduct (hereafter: **SCoC**) is aimed at our service providers, suppliers, contractors, sub-contractors and consultants, hereafter referred to as **business partners**.

GETEC expects its business partners to accept this SCoC and to abide by it. To achieve this, our business partners should also pass on this code of conduct to their employees, and where possible, to their consultants and contractors too, and ensure that it is observed.



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## PART 1: ETHICS

We expect our business partners to act ethically and with integrity. Our ethical requirements include the following aspects:

### A) COMPLIANCE WITH CURRENT LEGISLATION AND FOREIGN TRADE PROVISIONS

Our business partners assert that they are aware of and comply with the fundamental laws, regulations and directives that are relevant to their activities. Furthermore, our business partners will ensure that their transactions with third parties are not in breach of regulations intended to control trade, import and export or to combat the financing of terrorism and that they do not contravene economic embargoes.

### B) INTEGRITY IN BUSINESS DEALINGS

We expect our business partners to forbid, refrain from and have zero tolerance for corruption, extortion, breach of trust and misappropriation. Our business partners are

expected neither to offer nor to accept bribes, kickbacks or other illegal payments. Our business partners are expected not to offer inappropriate gifts or other gratuities to GETEC employees that would represent a personal benefit to the GETEC employee arising from the business relationship.

### C) FAIRNESS IN COMPETITION

We expect our business partners to follow the rules of fair competition and applicable antitrust legislation. Our business partners shall refrain from any course of action that runs contrary to fair competition, such as price fixing, sharing of sales territories or publication of information that is not permitted under competition law.





#### D) PROTECTION OF CONFIDENTIAL INFORMATION & INTELLECTUAL PROPERTY RIGHTS

We expect our business partners to use, in an appropriate manner, confidential information made available to them by us solely for the purposes of fulfilling the contractually agreed objectives, not to pass on this information to third parties without justification, and furthermore to protect it from any kind of misuse. Business partners should ensure that information that is worthy of protection and the applicable intellectual property rights of their own employees and business partners are properly safeguarded.

The term information means, among other things, all technical, commercial, business, customer and other information, including formulae, ideas, electronically recorded data, prices, market information, business ideas, know-how, specifications, product samples, presentations of results and planning results that we make accessible to the business partner either directly or indirectly, verbally, in writing or in any other way. Furthermore, information includes all knowledge acquired from us through audit, inspection and/or demonstration in laboratories, technical centres and/or production facilities.

#### E) ASSET PROTECTION

We expect our business partners to act conscientiously and appropriately to ensure that corporate assets are not damaged, misused or lost.

#### F) DISCLOSURE OF CONFLICTS OF INTEREST

We expect that decisions will never be allowed to be influenced by conflicts of interest. Should an employee or consultant of our business partners find that they have a conflict of interest with respect to us or that there is the possibility of a conflict of interest, he or she shall be obliged to disclose this immediately. Our business partner will resolve this conflict of interest and then notify us accordingly.

## PART 2: TREATMENT OF EMPLOYEES

We expect our business partners to respect the human rights of others in their companies and to treat their employees fairly and with respect. This includes the following aspects:

#### A) HUMAN RIGHTS

Our business partners must conduct their business in such a way that neither they themselves nor their business partners are guilty of or complicit in infringing human rights or human dignity. In particular, we expect our business partners to avoid using any kind of child labour in their companies and only to employ adult workers for hazardous work. We also expect that our business partners will not permit forced labour of any kind in their companies or by their contractors.



#### B) FAIR TREATMENT

Our business partners will treat everyone fairly, respectfully and with dignity. Intimidation, abuse, insults, emotional or physical coercion, harassment of any kind, disparaging comments or inappropriate jokes are not acceptable.





### C) NON-DISCRIMINATION

It is expected that the equal treatment of all employees shall constitute a fundamental pillar of the corporate policy of our business partners. Our business partners shall only make decisions relating to their personnel in such a way that they are not disadvantaged, favoured or marginalised on the grounds of ethnic affiliation, skin colour, nationality, origin, religion, sex, age, sexual orientation, gender identity, marital status, physical or medical condition, membership of associations, political leanings or similar characteristics.



## PART 3: HEALTH PROTECTION, SAFETY, QUALITY AND ENVIRONMENTAL PROTECTION

We expect our business partners to ensure that the working environment in their companies is safe and healthy, and to act with an awareness of their ecological responsibilities in a resource-efficient manner. Suppliers should ensure quality in their business processes. This includes the following aspects:

### A) OCCUPATIONAL HEALTH AND SAFETY

Our business partners will adhere to the principles and applicable provisions of occupational health and safety law in the workplace. They will put in place adequate controls, safe working practices, preventative maintenance and the required technical protection measures to minimise risks to health and safety and guarantee a safe working environment for their employees and third parties in the workplace on the basis of the respective applicable local laws.

### B) GUARANTEEING PRODUCT QUALITY AND PRODUCT SAFETY

We at GETEC are responsible for ensuring that customers can trust the safety and quality of our products. The safety of products and/or processes has the highest priority. We select our business partners according to the safety of their products and services in compliance with quality standards and expect our business partners to keep the promises they make about their products and services. The products and services that we sell not only meet legal requirements and industry standards, but in most cases exceed them. Accordingly, we are ISO 50001 and ISO 9001 certified by TÜV Süd, among others. We measure our business partners according to these standards.

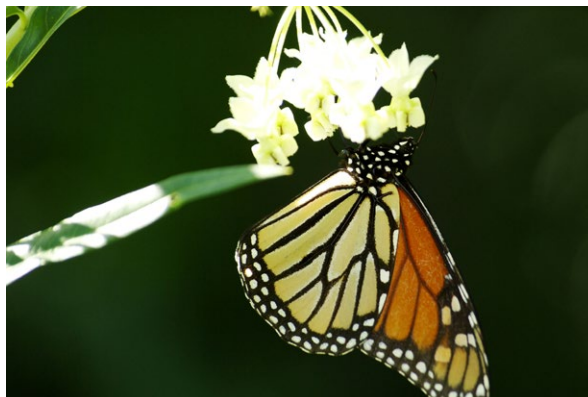


### C) PROTECTING THE ENVIRONMENT AND CLIMATE

Safety, environmental protection and respectful treatment of our environment are essential to our corporate philosophy. Through our actions, we reduce the negative impacts on our environment on a daily basis.

In a nutshell this means: We assume that our business partners will comply with the following stipulations:

- All applicable environmental, health and safety regulations are adhered to
- The development and production of their products and their transport, storage, use and disposal must take place in a safe and environmentally responsible manner
- The environment, life and health are protected from risks that could arise from their manufacturing processes and products
- They work in a resource-efficient manner so that their volumes of waste and their emissions into the air, water and ground are properly recycled and/or reduced, in order to limit the effects on the health of people and biodiversity, climate change and water scarcity.



## PART 4: MANAGEMENT SYSTEMS

We expect our business partners to maintain or introduce management systems in their companies that support compliance with the applicable laws and promote continuous improvements in relation to the expectations set out in this code of conduct. This includes the following aspects:

### A) LEGAL AND OTHER REQUIREMENTS

We expect our business partners to comply with all applicable laws, regulations, contractual agreements and generally recognised standards.

### B) COMMUNICATION ALONG THE SUPPLY CHAIN

We expect our business partners to communicate the principles set out in this code of conduct to their supply chain.

### C) RISK MANAGEMENT

We expect our business partners to introduce processes for identifying, monitoring and managing the risks that are addressed in this code of conduct and all applicable legal provisions.

### C) SUPPORT IN THE IMPLEMENTATION OF THE GETEC ENERGY MANAGEMENT SYSTEM

We expect our business partners when submitting offers to support us in implement-ing the GETEC energy management system by taking into account ecological and energy-efficient aspects.



## PART 5: CONSEQUENCES

This SCoC is a necessary part of our business relationships and must be explicitly accepted by our business partners when a contract is concluded.

Should a business partner not comply with part of this SCoC, we expect the business partner to immediately take remedial action to ensure compliance with the SCoC. We reserve the right to terminate contracts with any business partner who, within the scope of an inspection (audit, evaluation) is unable to demonstrate adherence to the SCoC.

Should you become aware of an infringement of the SCoC, please notify the compliance unit within the GETEC Group. The compliance unit of the GETEC Group can be reached on the following email address:  
[Compliance@getec.de](mailto:Compliance@getec.de)





**ENERGY FOR MORE.**

G+E GETEC Holding GmbH  
Albert-Vater-Straße 50  
39108 Magdeburg

[WWW.GETEC-ENERGYSERVICES.COM](http://WWW.GETEC-ENERGYSERVICES.COM)