

## Scope

This code of conduct contains all suppliers, consultant, brokers, sales representatives, distributors, contractors, agents and other providers of goods and services from KIPP worldwide (in following "business partner"). KIPP intent to keep the code in force for an indefinite period but reverses the right to change or terminate it at every time and in any matter with or without giving any reason or announcement

## **Our aspiration, our obligation, sustainability in dealing with business partners.**

Business operations Integrity is our highest maxim. As one of our core values it completes our entrepreneurial values and environmental responsibility and reflects the ethical dimensions of our operations.

We see environmental responsibility as an essential component of our business processes. We buy raw materials, goods and services for the Automotive industry from all over Europe and Nafta Region.

We are aware of our social responsibilities and abide the law.

We have high ethical standards. This is a part of our corporate policy and the basis for our dealings with employees. Quality, reliability, innovation, sustainability and cost awareness are our main factors when choosing or evaluating suppliers. Therefor we also expect from our partners compliance with national and international laws and regulations as well as compliance with our code of conduct.

## **Dealing with employees**

KIPP expects from its business partners to comply with the fundamental labour rights of the valid legislation. Furthermore KIPP expects recognition to the United Nations Universal Declaration of Human Rights, the principles of the UN Global Compact and the International Labour Organization ILO in consideration of established country-specific laws.

## **Child labour**

KIPP expects its partners to forbid and omit every kind of child labour in their companies.

## **Discrimination**

KIPP expects its partners to treat their employees fair and to certainly prevent discrimination in all procedures like hiring, further development, relocation, dispute and education or trainings.

We expect from every business partner to not treat anyone in a different way because of his or her gender, color, age, nationality, religion, social background, disability or sexual orientation.

## **Forced labour**

Forced labour is forbidden in every way. This also applies to enforced prison labour.

KIPP rejects every kind of forced labour and expects the same from its business partners.

## **Freedom for association**

We expect from our partners to allow their employees freedom of association and the right to create interest groups. Laws and regulations must be followed and have to ensure the right of the employees to safeguard interests.

## **Wage, salary and work time**

We expect from our partners to allow their employees freedom of association and the right to create interest groups. Laws and regulations must be followed and have to ensure the right of the employees to safeguard interests.

## **Health protection and occupational safety**

KIPP expects from its partners to comply with the laws of health protection and occupational safety. Our business partners have taken corresponding precautionary actions to protect employees from dangers at their work places.

## **Environment protection**

As an automotive supply company we want to save raw materials and energy and use the legal materials that doesn't pose any environment- or health risks. KIPP expects its partners to comply to the established environment laws, - provisions and norms.

Also we expect an adequate environment management according to ISO 14001, EMAS or similar.

## **Behavior in a business environment**

### **Prohibit corruption and bribery**

Every kind of corruption or bribery is forbidden. This includes active and passive bribery.

According to principles of the United Nations Global Compact, the UN Convention against Corruption and national laws corruption is forbidden. KIPP does not tolerate any kind of corruption or business practices that create the impression of illegal influence. Kipp expects from its business partners to not offer (directly or indirectly) benefits to themselves or third parties. KIPP and its partners don't take promises that poses an illegal action according to the anti-corruption law.

Also KIPP expects that their partners don't tolerate any form of illegal attention in interaction with authorities, domestically and abroad.

### **Money laundering**

KIPP expects their business partners to comply to the legal provisions for money laundering, to not participate on actions like this and support the international fight against the money laundering

### **Invitations and presents**

Regarding particular attention we are constantly mindful to avoid any inaccuracy and dishonesty.

KIPP expects same way of acting from its partners. Invitations and presents have to be appropriate and may not be used for personal influence.

### **Conflict of interest and competition**

KIPP expects their partners to act fair in competitions and comply to the valid rules of the competition law. KIPP expects also that decisions are made at an appropriate basis. Every kinds of interest conflicts should be avoided from the beginning.

### **Confidentiality**

Confidential information, personal data, provided data in forms of drawings, BOMs or protocols are stored safely by our business partners and are safe from access by third parties. KIPP expects the compliance with the legal regulations of data protection. Personal data are only allowed to be used or reworked, provided that data protection guidelines have been considered.

Business partners are only allowed to use the data for agreed purposes and in an appropriate way. Partners are obligated to not give confidential data and trade secrets to third parties or use them for internal purposes.

### **Suppliers of our business partners**

KIPP expects their business partners to forward the described general principles and requirements to its suppliers and control the compliance. They will also be considered during the selection of new suppliers.

### **Business associate codex**

KIPP urges new business partners to make a self-assessment in form of a self-report questionnaire.

The compliance of the requirements will be considered by KIPP in connection with a risk based review. KIPP reserves itself the right to consider the business relation if deviations are shown. KIPP considers for every case carefully which consequences are suitable and appropriate in cases of deviations.

**Violations**

The business partner has to report violations against the provisions, laws or this codex and also the suspicion of a violation to the Compliance-Responsible of the company KIPP. All information will be considered carefully and treated confidential.

**We herewith confirm that we agree with the fixed values of the described supplier codex. We will respect and comply to them.**

Company name: \_\_\_\_\_

location: \_\_\_\_\_

Date/Stamp/  
Signature: \_\_\_\_\_

Function of the  
signatory: \_\_\_\_\_