

## **Business Partner CODE OF CONDUCT**

SUSS MicroTec is committed to ensure that working conditions in its value chain are safe, that employees and workers are treated with respect and dignity and that business operations are environmentally responsible and conducted with transparency, honesty and integrity.

Therefore, we require our business partners, including, but not limited to our suppliers to conduct their business in accordance with the principles outlined in this Code of Conduct and to operate in full compliance with the laws and regulations of the countries in which they operate.

To ensure compliance throughout the complete supply chain, SUSS MicroTec also expects its business partners to hold their own business partners, i.e. suppliers, contractors, and service providers to the standards and principles defined in this Code of Conduct.

SUSS MicroTec will evaluate compliance with this Code of Conduct when making purchasing decisions. It is our intention to collaborate closely with business partners to drive continuous improvement through respective communication, audits, and follow-up assessments. However, failure to comply with this Code of Conduct or to cooperate with our auditors or SUSS MicroTec may result in termination of a business relationship.

Our business partners play an important role for the success of SUSS MicroTec. In this regard, the common understanding for ethical and sustainable activity sets the basis for business success and this Code of Conduct sets the requirements on business partners for a successful cooperation with SUSS MicroTec.

## **LEGALITY**

SUSS MicroTec respects the principle of strict legality for all business relationships, contractual agreements and all other activities.

We expect from our business partners that they observe the applicable laws and this Code of Conduct related to their own business activities with SUSS MicroTec. We also expect that our business partners undertake best efforts to ensure that their own third parties engaged for the performance of business partners' duties towards SUSS MicroTec also comply with the principles of this Code of Conduct.

## **LABOUR**

SUSS MicroTec respects the human rights of employees and workers and treats them with dignity and respect. Our business partners observe all applicable national labour rights and the core labour standards of the International Labour Organization (ILO).

### **Human rights**

Our business partners observe and respect internationally recognized human rights such as the United Nations Charter of Human Rights (UN).

### **Child labor**

Our business partners employ only employees or workers who have reached the corresponding minimum age according to applicable national legislation. Our business partners will observe and respect the rights of children.

### **Forced labor and Modern slavery**

Our business partners respect the principle of freely chosen employment and reject all forms of forced or compulsory labour, servitude or any other form of modern slavery.

### **Fair working conditions**

Our business partners pay wages, remunerations and social benefits, which are at a

minimum in accordance with the national laws, regulation or agreements. The applicable national laws and regulations governing working time and leave are observed.

### **Work safety and health protection**

Our business partners comply at a minimum with the national standards for a safe and hygienic working environment. They act appropriately to safeguard health and safety at work.

### **Equal opportunities**

Our business partners do not tolerate discrimination against employees and workers on the grounds of skin color, ethnic origin, gender, age, nationality, social origin, disability or sexual orientation, religion and ideology.

### **Freedom of association**

Our business partners respect freedom of association. They grant their employees and workers the right to represent their interests based on applicable national legislation.

## **ENVIRONMENTAL PROTECTION**

SUSS MicroTec recognizes that environmental responsibility is important.

Our business partners minimize any impact on the environment and use resources economically. Natural resources, including water, fossil fuels and minerals shall be conserved by practices such as modifying production, maintenance and facility processes, materials substitution, re-use, conservation, recycling or other means. Our business partners strive to reduce their consumption of energy, water and non-renewable resources. Our business partners work to measure their greenhouse gas emissions and voluntarily commit to reduce them. Business partners shall observe all applicable laws, regulations regarding prohibition or restriction of specific substances in products and manufacturing, including regulations for recycling and disposal ideally by providing evidence of suitable management systems for environmental protection

and energy management (e.g. in accordance with DIN EN ISO 14001 or EMAS and / or ISO 50001).

Our suppliers reduce the impact of their operations on biodiversity, climate change and water scarcity.

### **Harzardous/Non-Hazardous Materials**

Our Business partners avoid hazards for humans and the environment. Chemicals, waste and other materials posing a hazard to humans or the environment are to be identified and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal. Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone-depleting substances are to be characterized, monitored, controlled and treated as required. Specific chemicals – i.e. persistent organic pollutants (POPs) and all forms of mercury usage or treatment – are to be avoided.

Our business partners shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous).

All required environmental permits, approvals and filings need to be obtained and maintained.

### **Sourcing of Minerals**

Business partners shall exercise appropriate due diligence related to the sourcing of conflict minerals. The relevant minerals include but are not limited to tantalum, tin, tungsten, and gold. Business partners shall assure that those are sourced in a way consistent with the Organisation for Economic Co-operation and Development (OECD) Guidance for Responsible Supply Chains of Minerals from Conflict- Affected and High-Risk Areas or an equivalent and recognized due diligence framework.

## **BUSINESS RELATIONS**

To meet social responsibilities and to achieve success in business, SUSS MicroTec conducts business only in an ethical and sustainable way. The highest standards

of transparency, honesty and integrity are to be observed in all business interactions. Business partners shall prohibit any and all forms of bribery, corruption or fraud.

### **Confidentiality**

Our business partners ensure that sensitive information is treated confidentially.

### **Money laundering**

Our business partners observe the legal regulations to prevent money laundering.

### **Conflicts of interest**

Our business partners make decisions exclusively based on factual considerations and are not guided by personal interests in an improper manner.

### **Free competition**

Our business partners behave fairly in competition and observe the applicable legal provisions that safeguard free competition. Our business partners do not make agreements or concerted practices with other companies aimed at or resulting in the prevention, restriction or distortion of competition in accordance with the applicable antitrust regulations and do not abuse any dominant position on the market in an unlawful manner.

### **Corruption**

Our business partners ensure compliance with all applicable anti-corruption laws. In particular, they ensure that their employees, subcontractors or representatives do not offer, promise or grant advantages to employees or representatives of SUSS MicroTec with the purpose of obtaining a contract or other preferential treatment in the course of business. These principles also apply in situations where business partners cooperate with other third parties in connection with the activities for SUSS MicroTec.

## **Compliance with this Business Partner Code of Conduct**

### **Audit**

SUSS MicroTec reserves the right to audit Business partner's compliance with this Code of Conduct. Business partners shall actively support such audits.

### **Remedial actions**

Violations are to be ceased immediately, particularly breaches of human rights-related and environmental obligations. Should this not be possible within the near future, the Business partner shall immediately prepare and execute a plan to stop or minimize such breaches. Actions taken shall be appropriately documented, communicated and reviewed for effectiveness. In the event of a suspected breach, the Business partner shall immediately investigate the potential violations and inform SUSS MicroTec of the measures taken to resolve the matter.

### **Consequences of Violation**

Any violation of this Code of Conduct constitutes a material impairment of the business relationship between SUSS MicroTec and the Business partner. The Business partner shall promptly inform SUSS MicroTec of the measures taken to prevent future violations within a reasonable timeframe. In the event that the Business partner should fail to comply with these obligations, take appropriate corrective action within a reasonable timeframe or, if the breach of this Code of Conduct is so severe that SUSS MicroTec cannot be reasonably expected to continue the business relationship, SUSS MicroTec reserves the right to terminate the business relationship.

## Communication

For all questions on this Code of Conduct, the Business Partner can revert to his or her personal contact at SUSS MicroTec. In addition, the Business partner can make confidential reports to the SUSS MicroTec Whistleblowing hotline:

Phone: +49 89 32007-599 / E-mail: [compliance@suss.com](mailto:compliance@suss.com)

Supplier name : \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_