

# tesa Code of Conduct for Suppliers

## Preamble

The tesa Code of Conduct for Suppliers (CoCS) defines the foundations on which our supplier relationships for sourcing goods and services are based. Our Sustainability Strategy is an integral part of our corporate strategy, guiding our actions and those of our suppliers to deliver a positive impact on people, society, and the environment. In line with this,

- tesa suppliers must commit to fulfilling the CoCS.
- If a supplier fails to comply with the CoCS, tesa will work with them to define an appropriate roadmap for improvement within an appropriate timeframe, in line with spirit and purpose of the values above. Should progress by the supplier be unsatisfactory, tesa will initiate a phase-out procedure.
- tesa suppliers shall permit tesa and third parties commissioned by tesa to verify whether supplier facilities and operations comply with the CoCS. This also includes audits which tesa is contractually bound to perform in connection with the products supplied.
- tesa suppliers agree to participate in a third-party guided sustainability self-assessment. This also includes implementing improvement measures until a satisfactory result is achieved.
- tesa suppliers commit to developing their suppliers in line with the CoCS.
- tesa suppliers shall comply with all relevant local, national, and international laws, regulations, and requirements.

## Business Ethics

### Antitrust

- tesa suppliers respect the mechanisms of the free market and the principles of fair competition. This includes compliance with all applicable antitrust laws and regulations. tesa suppliers shall not enter into agreements or exchange information that might constitute a breach of antitrust law, nor shall they take undue advantage of any dominant market position they may hold.

### Anti-Corruption/Conflicts of Interest

- tesa suppliers combat corruption in all its forms, including extortion and bribery. This includes prohibiting offering bribes to its customers or to its customers' business associates.
- tesa suppliers undertake to forbid their employees to request or accept bribes, whether for their own benefit or for that of their families, friends, or associates.
- tesa suppliers confirm that personal relationships and private interests are not permitted to influence their business activities or decisions.

# tesa Code of Conduct for Suppliers

## Protection and Use of Information

- tesa suppliers ensure a high level of data protection and information security. In line with this, they take measures to specially protect personal data and confidential information, e.g., using state-of-the-art information security systems.

## Human Rights and Labor Standards

tesa suppliers must support and respect the protection of internationally proclaimed human rights and comply with international guidelines and standards. In addition, they must apply these requirements both to their own employees and to temporary/out-sourced labor, in accordance with the applicable local laws and regulations.

### Forced Labor

- tesa suppliers do not tolerate any form of forced labor, slave labor, or similar practices.
- All work shall be performed voluntarily, and employees shall be able to terminate their employment after giving reasonable notice.
- Furthermore, no workers shall be subjected to unacceptable treatment such as psychological cruelty, or sexual or personal harassment.
- tesa suppliers shall ensure, that all engaged private or public security forces do not contribute to human rights violations and comply with applicable laws.
- tesa suppliers shall ensure that all workers receive a written contract, or otherwise understand the terms of their employment, in a language well understood by them.

### Prohibition of Child Labor

- tesa does not tolerate child labor in its supply chain. Consequently, child labor is forbidden in all phases of tesa suppliers' business activity.
- When children are found in the workplace, tesa suppliers shall take all necessary measures to provide viable alternatives, both for the children themselves and for their families.
- The age at which young people can start work shall not be lower than the age at which compulsory schooling ends, and in no case less than 15. Should national law require a higher standard, this shall apply.
- Young employees' development, nor shall not be damaged, and nor shall their health and safety be impaired.

### Freedom of Association

- tesa suppliers shall uphold the freedom of association.
- The right of employees to establish and join worker organizations of their own choosing and to engage in collective bargaining (e.g., to join trade unions), shall be respected.

# tesa Code of Conduct for Suppliers

- Employee representatives shall be protected against discrimination.
- It must be possible for workers to communicate and discuss working conditions openly and without fear of punishment.

## Fair Wages

- The wage paid for regular work and overtime shall be at least the statutory national minimum wage or the customary minimum wage for the industry, whichever is higher.
- Punitive wage deductions are not permitted.
- tesa suppliers shall provide workers with a wage statement containing sufficient information to permit them to verify the compensation paid for the work performed by them in each pay period.

## Fair Working Hours

- tesa suppliers shall comply with all applicable local laws and industry standards regulating working hours and time off. The more stricter shall apply.
- The total time worked per week should not regularly exceed 48 hours.
- Overtime is only permitted if it is performed on a voluntary basis and should not exceed a total of 12 hours per week.
- All employees should have the right to at least one day off (twenty-four consecutive hours) after six successive working days.

## Prohibition of Discrimination

- tesa suppliers do not tolerate any form of discrimination against employees.
- No distinction, exclusion, or preference may be made on the basis of race, color, age, gender, sexual orientation, religion, political opinion, national extraction, or social origin.
- The personal dignity, privacy, and personal rights of every individual shall be respected.

## Occupational Safety

- tesa suppliers are responsible for ensuring a safe and healthy working environment.
- tesa suppliers shall take the measures needed to prevent accidents and injuries that could occur in connection with workplace activities by developing, maintaining, and continuously improving a health and safety management system.
- Health and safety information such as emergency procedures and potential safety hazards shall be made known to workers and shall be posted in a language well understood by them.
- Suppliers shall provide any personal protective equipment required and shall make it easily accessible.
- Employees shall be given the opportunity to remain hydrated and shall have access to clean sanitary facilities.

# tesa Code of Conduct for Suppliers

- tesa suppliers shall ensure that employees receive adequate health and safety training.

## **Conflict Minerals**

- tesa suppliers shall have a policy to reasonably assure that the minerals used in the products they manufacture do not directly or indirectly finance or benefit armed groups, or contribute to serious human rights abuses in conflict-affected or high-risk areas.
- tesa suppliers shall perform due diligence on the source and chain of custody of these minerals, and shall make information on the due diligence measures taken available to tesa on request.

## **Environment**

tesa suppliers shall have an effective environmental policy and shall comply with existing environmental protection laws and regulations. Wherever possible, suppliers should support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility, drive forward environmentally friendly technologies, and implement sound life-cycle practices.

## **Chemical and Hazardous Materials**

- tesa suppliers shall identify chemical and other materials that pose a hazard if released into the environment.
- In addition, tesa suppliers shall ensure the safe handling, movement, storage, recycling, reuse, and disposal of such materials.

## **Wastewater and Solid Waste**

- Wastewater and solid waste generated from operations, industrial processes, and sanitation facilities shall be monitored, controlled, and treated as required prior to discharge or disposal.

## **Air Emissions**

- tesa suppliers shall routinely monitor air emissions, establish air emission controls, and follow a greenhouse gas reduction plan that meets or exceeds regulatory requirements. Air emissions include, but are not limited to, volatile organic chemicals, aerosols, corrosives, particulates, ozone-depleting chemicals, and combustion by-products.

## **Minimization of Waste, Maximization of Recycling**

- tesa suppliers shall implement reduction targets for waste of all types, including water and energy. Options include modifying production, optimized maintenance and facility processes, materials substitution, conservation, recycling, and the reuse of materials.

# tesa Code of Conduct for Suppliers

## Responsible Resource Management

- tesa suppliers shall encourage and support the efficient use of sustainable, renewable resources.
- tesa suppliers shall comply with all applicable laws and regulations prohibiting or restricting the use or handling of specific substances in products or manufacturing, including any labelling requirements associated with recycling and disposal.
- Energy and water are natural resources and shall be managed responsibly. Energy consumption and greenhouse gas emissions shall be tracked and documented by the supplier.
- Suppliers shall implement measures to enhance efficient energy use.

## Complaints Procedures

- tesa suppliers shall provide and make known complaints procedures for reporting potential misconduct.
- All supplier employees, including employees throughout the entire supply chain, and all tesa employees and executives, customers, and other external parties are invited to use the tesa whistleblowing system: <https://www.bkms-system.net/tesa>.
- This system can be used to report potential violations of internal and external rules (“whistleblower reports”) that relate to tesa’s business; these reports can be submitted anonymously if desired.
- tesa has established an internal procedure for handling whistleblower reports, which is available [here](#).

## Control and Consequences

- If the supplier finds factual indications that the requirements of the CoCS have been violated, or that such a violation is imminent, the supplier shall immediately inform tesa and take appropriate remedial action to prevent, remedy, or minimize the extent of the violation.
- If the nature of the violation is such that the supplier cannot end it within a foreseeable time frame, the supplier shall immediately develop and implement a plan to end or minimize it. The supplier shall submit this plan, including a concrete timetable, to tesa.
- tesa reserves the right to terminate the business relationship without notice if implementing the measures defined in the supplier’s plan does not remedy the situation by the end of the period specified in the plan.
- Suppliers may be audited annually and on an ad hoc basis, either directly or by a third party, to ensure compliance with the CoCS and, where applicable, the implementation and effectiveness of any remedial measures. In such cases, the auditor must be granted entry and access to the relevant areas and be provided with the required documentation.

## References

The key principles, standards, and conventions used to develop the CoCS are given below. These can be subject to changes beyond tesa's control:

1. The UN Universal Declaration of Human Rights.
2. The Ten Principles of the United Nations Global Compact.
3. The OECD Guidelines for Multinational Enterprises.
4. International Labour Organization conventions such as:
  - The Worst Forms of Child Labour Convention (C182), the Minimum Age Convention (C138), and the Night Work of Young Persons (Industry) Convention (C079).
  - The Forced Labour Convention (C029) and the Abolition of Forced Labour Convention (C105).
  - The Occupational Safety and Health Convention (C155).
  - The Discrimination (Employment and Occupation) Convention (C111) and the Vocational Rehabilitation and Employment (Disabled Persons) Convention (C159).
  - The Hours of Work (Industry) Convention (C001) and the Weekly Rest (Industry) Convention (C014).
  - The Minimum Wage-Fixing Machinery Convention (C026) and the Minimum Wage Fixing Convention (C131).
  - The ILO conventions on freedom of association and collective bargaining (C087, C098, C135, and C154).
  - The Human Resources Development Convention (C142).
5. ISO 14001 and related environmental management standards.