## Code of Conduct for Business Partners

DOKUMENDI Liik: eeskiri

KÄSIRAAMAT: juhtimine

Tähis: EKT 2-1

versiooni NR: 2

koostaja: kvaliteedijuht

Kinnitaja: ostujuht

KuuPÄEV: 07.06.2024

**INTRODUCTION**

Tarmetec Code of Conduct for Business Partners aims to establish clear ethical guidelines and standards for our suppliers to create a reliable and responsible business partnership. It is important for us to share similar values and principles in the areas of environmental, social, and economic sustainability, which align with the United Nations Sustainable Development Goals (SDGs).

**GENERAL REQUIREMENTS**

Compliance with European Union and Republic of Estonia Laws and Regulations

Suppliers adhere to all local, national, and international laws and regulations related to their field of activity.

Suppliers comply with the requirements of the EU Conflict Minerals (3TG) Regulation (Regulation (EU) 2017/821).

Meeting Customer Requirements, Quality Standards

Suppliers always follow the technical requirements provided by us during production and adhere to internationally recognized standards.

Intellectual Property

Suppliers ensure the protection of information and data disclosed by us.

Inspection

Suppliers allow Tarmetec to access to all processes related to Tarmetec's products, including relevant documentation. Supplier agrees to cooperate in the investigation of any offenses, unethical behaviour, or corruption allegations related to supplier itself.

**ENVIRONMENT**

GHG Emissions and Energy Efficiency

Suppliers shall strive for energy efficiency in all aspects of their operations, using efficient solutions and technologies to reduce energy consumption.

Water and Air Consumption

Suppliers shall regularly monitor that their activities do not harm the quality of water and air in a way that exceeds legally permitted environmental indicators.

Waste Reduction

Suppliers shall sort waste and have controlled waste management procedures.

Sustainable Resource Management

Suppliers shall prefer sustainable materials and raw materials that help reduce environmental and social impact throughout the production chain.

Responsible Chemical Management

Suppliers shall adhere to Hazardous Chemicals Accountability and manage chemicals in their production.

**SOCIAL RESPONSIBILITY**

Non-Discrimination, Harassment, Equal Treatment

Suppliers shall not tolerate discrimination or harassment based on gender, ethnicity, race, religion, or political affiliation, and shall treat everyone equally. Suppliers shall hire employees based on their abilities and treat them with equality, dignity, and respect, prohibiting physical or verbal violence.

Child Labor and Young Workers

Suppliers shall not employ children below the compulsory school age or younger than 16 years (except for employment in the context of school practice). Suppliers shall ensure that individuals under 18 years of age do not work under conditions that jeopardize their education, health, or safety.

Forced Labor

Suppliers shall prohibit all forms of forced labour. Work must be voluntary and not subject to any threats. Everyone has the right to terminate employment in accordance with the requirements of the Employment Act.

Wages and Benefits

Suppliers shall pay competitive wages to their employees and share benefits in sports, culture, health, etc.

Working Hours

Suppliers shall adhere to the regulations of working hours according to the law, where overtime is regulated according to the Labor Contract Act § 44.

Freedom of Association, incl. Collective Bargaining

Suppliers allow their employees to belong to trade unions, create or join them.

Health and Safety

Suppliers have controlled occupational health and safety arrangements.

Privacy and Data Protection

Suppliers have regulated data protection in accordance with the EU GDPR regulation.

**GOOD CORPORATE GOVERNANCE**

Corruption, Extortion, Bribery

Suppliers do not tolerate corrupt behaviour, extortion, or bribery in their business activities (or any illegal or ethically questionable activities).

Fair Competition and Anti-Monopoly (Fair Competition)

Suppliers compete on equal terms according to competition law and do not restrict market competition.

*Full Legal Company Name ­­­­­­­­­­­­­­---------------------------------------------------------*

*Company Address ---------------------------------------------------------*

*Name of Signatory, Signature ---------------------------------------------------------*

*Job Title ---------------------------------------------------------*

*Date ---------------------------------------------------------*