



**CODE OF CONDUCT  
FOR SUPPLIERS  
OF THE MELITTA GROUP**



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# Preamble

Ethical business practices and responsible behavior are the foundation for the long-term success of our company. It is also a way of expressing our values and beliefs. We therefore expect our suppliers to apply these principles as well, to adhere to the standards set out in this *Code of Conduct for Suppliers* and to promote compliance along the entire supply chain.

The reference framework for this is the *Universal Declaration of Human Rights of the UN*, the *Guidelines for Multinational Enterprises by the Organization for Economic Cooperation and Development (OECD)*, the *UN Guiding Principles on Business and Economic Human Rights (UNGP)* as well as the conventions of the *International Labor Organization (ILO)*.

This *Code of Conduct for Suppliers* is addressed to all suppliers and is part of our supplier contracts and terms and conditions of purchase. It is based on the *Sustainable Development Policy Statement* and the *Melitta Code of Conduct*.

This *Code of Conduct for Suppliers* applies to all companies and divisions affiliated with the Melitta Group pursuant to § 15 of the German Stock Corporation Act (*Aktiengesetz – AktienG*). In the following, "Melitta" refers to the divisions responsible for concluding and implementing the contract.

# Our approach

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Every company must first and foremost comply with the legal requirements in its own country.

In countries where local laws and regulations contradict the Melitta *Code of Conduct for Suppliers* or provide a lower level of protection, suppliers must find ways to ensure the highest level of worker protection and, at a minimum, compliance with environmental commitments as set out in the Melitta Group's *Sustainable Development Policy Statement*.

Melitta intends to further investigate the causes of negative impacts on human rights, in particular when sourcing from regions or industries with high risk. To effectively prevent and address such negative human rights impacts, Melitta acts with due diligence and develops the necessary management systems, policies and processes to do so. Melitta reserves the right to verify compliance with the standards set out in the *Code of Conduct for Suppliers*, including through audits, which may also be carried out by independent auditing companies. These audits will be carried out within normal business hours after prior notification.

Melitta reviews the effectiveness of the risk analysis and preventive measures at least once a year and on an ad hoc basis in the event of risk situations.

The *Code of Conduct for Suppliers* provides a binding framework for ethical best business practices and responsible, compliant behavior of our suppliers. Our suppliers must ensure compliance with the values and principles defined in this *Code of Conduct for Suppliers* among their own business partners. For this purpose, our suppliers can refer to their own Code of Conduct if it fully reflects the standards of this Melitta *Code of Conduct for Suppliers*.

In the event of a breach of the standards set out in this *Code of Conduct for Suppliers*, the relevant supplier must immediately draft and coordinate an action plan with Melitta to resolve or minimize the impact of the breach.

With respect to certain challenges in the supply chain, Melitta may initiate a constructive dialog with the relevant supplier. The termination of a business relationship or contract with a supplier is considered a last resort. This may be the case, in particular, if there is a serious breach of this *Code of Conduct for Suppliers* or if there is a lack of willingness to take necessary measures to meet the standards set out in this *Code of Conduct for Suppliers*.



# I. Ethical Standards

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## 1. Compliance with applicable laws and respect for human rights

Our suppliers comply at all times with the applicable laws and regulations of the countries in which they operate. This applies regardless of whether compliance is verified by government authorities.

In addition, our suppliers respect and observe human rights as set out in the *Universal Declaration of Human Rights*, the *ILO Core Labor Standards* and the *International Covenant on Civil and Political Rights (ICCPR)* as well as the *International Covenant on Economic, Social and Cultural Rights (ICESCR)*

## 2. Fair competition and ethical business practices

Our suppliers treat their business partners and third parties fairly and support fair and authentic competition. They do not tolerate any form of corruption or the granting or acceptance of undue advantages. They take appropriate measures to combat corruption, guided by the recommendations of the current *OECD Guidelines for Multinational Enterprises*.

Our suppliers do not grant any advantages to employees or representatives of Melitta or to representatives of government authorities that could inadmissibly influence business or official decisions. This is to be assumed in particular if the nature and extent of this advantage could inadmissibly influence the actions and business decisions of the recipient.

Of course, no third parties such as brokers, sponsors, agents, or other intermediaries may be used to circumvent this rule. Invitations and gifts may constitute such undue advantages if they exceed a customary and reasonable limit. This applies in particular when the nature and extent of that advantage is likely to unfairly influence actions and decisions. Special caution is to be exercised when dealing with public officials, as the legal requirements in this regard are particularly strict.

All suppliers must avoid situations in which their personal interests or the interests of their employees could conflict with the interests of Melitta. This applies in particular to financial, family or close personal relationships with competitors, customers, suppliers and business partners. Suppliers must report any potential conflicts of interest to Melitta. Our suppliers treat internal information of the Melitta Group confidentially and protect trade secrets.

The data protection for each individual and the confidentiality of non-public information must be preserved even after the business relationship with Melitta has ended.

Our suppliers protect personal data and comply with national and international laws on data protection. They also ensure the confidentiality, integrity and accessibility of the processed information and data.

All suppliers respect the intellectual property of third parties (such as patents, designs, trademarks, copyrights and protected know-how). Any unauthorized use is excluded.

# II. Labor and Social Standards

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## 1. No child labor

Our suppliers undertake not to employ, directly or indirectly, children who have not yet reached the statutory legal age for the end of compulsory schooling, which must not be less than 15 years, unless the exemptions recognized by the ILO apply. As part of their hiring process, our suppliers employ reliable age verification mechanisms. *ILO Conventions 148 and 182* as well as *ILO Recommendation 146* apply.

## 2. Special protection for young people

Our suppliers ensure that young people do not work at night, that the nature of the work does not jeopardize the health or development of young people, and that the working hours do not interfere with school attendance, participation in a recognized vocational school or further education programs. *ILO Conventions 79 and 142* apply.

## 3. No forced labor

Our suppliers shall not engage in any form of slavery, forced labor, debt bondage, human trafficking, or non-voluntary labor, including government-mandated forced labor, either themselves or through business partners. Prison labor is also not permitted.

Our suppliers comply with international principles of fair recruitment, including the Employer Pays Principle (cost for the entire recruitment and mediation procedures must be carried out exclusively by the supplier as the employer) and also demand this from their recruiting partners.

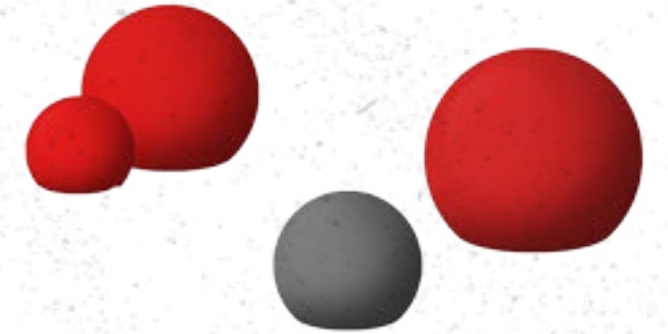
Our suppliers grant employees the right to leave their jobs and terminate their employment contract if they notify the employer within a period of time prescribed by national legislation. *ILO Conventions 29 and 105* apply.

## 4. No discrimination, violence, or harassment

Our suppliers treat all employees with respect and dignity. They shall ensure that employees are not exposed to violence, harassment, inhumane or degrading treatment in the workplace, nor threats of violence and insults, including corporal punishment, verbal abuse, physical, sexual, economic or psychological abuse, mental or physical coercion, or other forms of harassment, or intimidation.

Our suppliers also undertake not to discriminate against or exclude any person on the basis of sex, gender, age, religion or belief, origin, social background, disability, ancestry, nationality, membership of trade unions or other legitimate organizations, political affiliation, or opinion (as long as it is based on democratic principles), sexual orientation, family responsibilities, marital status, pregnancy, health status, or any other matter that come into question here.

Our suppliers ensure equality and equity in recruitment and hiring. *ILO Conventions 100, 111 and 159* apply.



### 5. Fair payment

Our suppliers commit to paying at least the legally required minimum wages or the wages corresponding to the industry standard as determined in collective bargaining, whichever is higher. The wages apply to regular working hours. Employment contracts must always be concluded in writing.

Our suppliers pay wages regularly, punctually and reliably and fully with legal means of payment. Our suppliers provide their employees with the social benefits to which they are legally entitled to, without negatively impacting their pay, career level, position, or promotion prospects. The cost of work equipment paid for by employees is fully reimbursed by the employer.

Our suppliers ensure that immigrant and local employees with the same tasks and qualifications are paid equally. *ILO Conventions 26 and 131* apply.

### 6. Reasonable working hours

Our suppliers are committed to ensuring that their employees do not work more than 48 hours per week. Exemptions recognized by the ILO are taken into account.

Our suppliers interpret the applicable national laws, industry standards or collective agreements within the international framework established by the ILO.

Our suppliers only work overtime in exceptional cases and on a voluntary basis. This must not result in a significantly higher risk of occupational accidents and under no circumstances may they exceed the limits applicable under national legislation.

Our suppliers grant their employees the right to breaks on every working day, as well as the right to at least one day off every seven days, unless exceptions from collective agreements apply. *ILO Conventions 1 and 14* and *ILO Recommendation 116* apply.

### 7. Occupational health and safety

Our suppliers respect the right to healthy working and living conditions of employees and local communities. Vulnerable persons, including but not limited to young people, pregnant women and mothers, and persons with disabilities, enjoy special protection.

Our suppliers comply with national occupational health and safety laws or the international standards, whichever provides the highest level of protection.

They shall take effective measures to prevent accidents, injuries or illnesses to their employees caused at work, during work or as a result of work.

Our suppliers provide effective and adequate personal protective equipment (PPE) free of charge to all employees, if necessary, taking into account the needs of different categories of employees, such as pregnant and breastfeeding women.

Our suppliers provide adequate occupational health care and facilities and ensure that all employees have equal access to them. Health services (incl. insurances) must meet the different interests and needs of all genders.

Our suppliers ensure access to safe and clean drinking water, eating and resting areas, and facilities for food preparation and storage, as well as that an adequate number of safe and segregated toilets for all genders.

*ILO Convention applies 155 and ILO Recommendation 164.*

### 8. Freedom of association and collective bargaining

Our suppliers respect the right of employees to form and join trade unions - and the right not to do so - as well as the right to free and democratic collective bargaining.

No employee is discriminated against by our suppliers on the basis of trade union membership. *ILO Conventions 87, 98 and 135 and ILO Recommendation 143* apply.

### 9. No precarious employment

Our suppliers must ensure that their recruitment processes and employment relationships do not lead to insecurity and social or economic vulnerability for their workers. They also ensure that the work is carried out on the basis of a recognized and documented employment relationship that complies with applicable national laws, customs or practices and international labor standards, whichever provides greater protection.

Before concluding an employment contract, our suppliers provide workers with understandable information in their first language and ensure that they know their rights, responsibilities and working conditions, including working hours, remuneration and payment terms in their first language.

Our suppliers must not use employment relationships in a way that intentionally fails to meet the intent of the law. This includes, but not limited to (a) apprenticeships or training programs where there is no intention to impart skills or achieve employment, and (b) seasonal or temporary work where this serves to undermine employee protection.

Our suppliers must not subcontract in a way that undermines employee rights.

# III. Environmental Standards

We expect our suppliers to take their responsibility for environmental protection seriously.

This includes, in particular, minimizing the environmental impact of production processes, developing new processes to protect the environment designing new products in such a way that natural resources are preserved and used efficiently. The suppliers must always strive for the highest safety and quality for their products.

Our suppliers are obligated to comply with the relevant national laws. In addition, the following environmental agreements apply:

- the **Minamata Convention on Mercury of 2013**
- the **Stockholm Convention on Persistent Organic Pollutants of 2004**
- the **Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal of 1989**

Our suppliers are committed to identifying the environmental impacts of their operations and taking appropriate measures to prevent, mitigate and eliminate negative impacts on the communities, residents and natural resources in their surroundings, as well as on the climate and the environment in general.

Our suppliers are committed to not causing harmful contamination of soil, water and air or harmful noise emissions, and to avoid excessive water consumption.

Furthermore, they commit to not to engage in unlawful evictions and the unlawful deprivation of land, forests and waters.

Our suppliers pay special attention to rights holders who are particularly in need of protection, such as indigenous peoples and local communities.

# IV. Complaints Procedure

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This *Code of Conduct for Suppliers* applies to all our suppliers.

If a supplier suspects any of its employees or business partners of violating this *Code of Conduct for Suppliers*, it must immediately inform Melitta.

If the company is subjected to an audit, the supplier is obliged to fully cooperate with Melitta.

We encourage our business partners to openly discuss challenges in the area of compliance and aspects of unethical business practices within their own company and with their business partners. Individuals, such as employees of suppliers or other third parties, may report potential violations of this *Code of Conduct for Suppliers* to the Melitta Compliance Office.

In addition, any individual can report suspected violations of the values and principles of this *Code of Conduct for Suppliers* confidentially and anonymously via the appropriate compliance reporting channels of Melitta ([www.speakupfeedback.eu/web/melittaexternal](http://www.speakupfeedback.eu/web/melittaexternal)).







[www.melitta-group.com](http://www.melitta-group.com)

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