

Code of Conduct of Poulten & Graf GmbH

As a manufacturer and distributor of liquid handling equipment, volumetric glassware and syringes, Poulten & Graf GmbH is committed to environmental sustainability and the protection of human rights. It is our intention to maintain close business relationships with our suppliers and customers in order to find new ways to implement our eco- friendly, social and economic goals together and to ensure the compliance with fair labour practices.

Poulten & Graf GmbH is working to ensure that slavery and human trafficking are not taking place in any of its business activities. We also expect our suppliers to support our moral concepts and to respect them in their companies. Poulten & Graf operates with suppliers in the following countries: England, India, Italy and the Czech Republic.

The three most important moral concepts of Poulten & Graf:

1. We are concerned about people.

We focus on health, safety at work, training and development. We are also concerned about social commitment in our environment. Fair labour conditions in our supply chain are also very important to us

2. We are concerned about environmental protection.

We reduce the consumption of resources, avoid environmental pollution and protect our ecosystem.

3. We are concerned about economic growth.

We promote innovative commitment and a continuous improvement process.

In order to fulfil the above-mentioned moral concepts and sustainability goals in the procurement process, Poulten & Graf GmbH focuses on close cooperation with its suppliers. The supplier accepts to comply with valid laws, regulations and rules. Poulten & Graf expects that the supplier also fulfils any requirements and that slavery and human trafficking are not taking place.

Structure

1. Social values

- a. Ethical corporate philosophy
- b. Health and safety
- c. Employees' rights

2. Environmental protection

- a. Compliance and training
- b. Protection of resources
- c. Waste management

3. Management structures

1. Social values

a. Ethical corporate philosophy

Acting ethically and with integrity in all our business relationships is very important to our company, as well as taking reasonable steps to ensure slavery and human trafficking are not taking place in any business or organization that has any sort of a business relationship with our company.

This policy applies to all persons working for or on behalf of our company, including employees at all levels, directors, contractors and suppliers.

Poulten & Graf GmbH expects its suppliers to comply with all applicable laws, regulations and guidelines. Implementation is verified through written confirmations and supplier audits

This means in detail:

- The current antitrust and competition regulations are respected.
- The applicable anti-corruption laws are complied with and corruption is fought.
- Business information is protected under the Data Protection Regulation. Correct data collection and processing is carried out. The relevant information is passed on as part of the dissemination and reporting process.
- No personal advantage will be granted to any of Poulten & Graf's contractors.
- Anyone working with us or on our behalf is expected to support and ensure that measures are taken to protect against modern slavery.
- The applicable animal protection laws and regulations are observed.

b. Health and safety

- Health and safety laws, rules and regulations are observed.
- It is ensured that existing health and safety regulations are communicated to all employees as part of proper health and safety training.
- Accidents are documented. Preventive measures are taken.
- Applicable laws and regulations on hazardous substances are complied with and appropriate protective equipment is provided.
- Written instructions for the storage and handling of hazardous substances are provided and communicated to the relevant staff.
- Precautions are taken to ensure that no hazardous substances are accidentally released into the environment.
- Suppliers ensure that updated safety data sheets are always supplied to Poulten & Graf
- Poulten & Graf offers safe and healthy workplaces.

c. Rights of employees

Requirements (also for our suppliers):

- Internationally valid human rights are supported and respected.
- Workers must not be employed against their will.
- Forced labour - including child labour - is prohibited
- The identity card of the employees may not be taken away.
- When terminating an employment contract, a reasonable period of time must be kept.
- Employees have the right to form or join a trade union.
- Child labour under the age of 14 is not permitted. Children between the age of 14 and 18 shall be employed in work activities that are permitted by applicable laws, rules or regulations.
- Human trafficking is prohibited.
- Withholding immigration documents, and using recruitment agencies that charge recruitment fees are strictly prohibited
- no discrimination, preference or harassment based on religion, colour, gender, age, civil status, ancestry, national origin, disability, sexual orientation, appearance, in addition to any other status protected by local law.
- Not tolerating harassment, harsh or inhumane treatment in the workplace.
- Employees shall be paid at least the official minimum wage. Overtime pay shall be paid in accordance with the law or a valid collective agreement. Upon request, employees shall be provided with documentation regarding wages, overtime, etc.

2. Environmental protection

Requirements (also for our suppliers):

a. Compliance and training arrangements

- The legal environmental requirements are complied with.
- It is ensured that employees receive comprehensive training on the environmental protection precautionary measures that need to be taken.

b. Protection of resources

Our demands and expectations of our suppliers:

- In order to ensure operational efficiency, an environmental management system is introduced that guarantees compliance with the environmental protection and continuous improvement.
- Environmental measures are monitored (these include, among other things, energy consumption in the office, energy consumption in production, water consumption, the amount of waste and recycling, the disposal of hazardous substances, environment-friendly

business trips and import/export traffic) in order to set reduction targets that are based on the initial situation and to protect resources respectively minimise the impact on the environment in future.

- Reports are made on the development and implementation of environmental protection programmes, the reduction of resource consumption and the consideration of sustainability in the product cycle.
- Product packaging and product transport are minimised and optimised wherever possible. For example, renewable or recycled materials are purchased for product packaging and shipping cartons.

c. Waste management

Our demands and expectations on our suppliers:

- Landfill waste is to be minimized and avoided. Recycling activities should be improved.
- Hazardous materials are to be used in compliance with the Ordinance on Hazardous Substances and disposed of in accordance with legal requirements.
- The target is to have a documented waste management and a system to avoid waste.

3. Corporate governance

- The management team are responsible for compliance within their respective departments and in their supplier relationships, and have been trained accordingly to combat slavery and human trafficking.
- All employees receive an induction into the business where our policies, procedures and expectations are outlined.
- We maintain a level of communication and personal contact with our business partners / suppliers to ensure their understanding of, and compliance with, our expectations.
- The supplier himself is responsible for controlling his own supply chain. He ensures that this follows the general principles of ethical and sustainable behaviour.
- Poulten & Graf GmbH also expects their suppliers to pass on this Code of Conduct to subcontractors and to support and encourage them in complying with the requirements.
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Further requests to suppliers:

- Upon request, Poulten & Graf GmbH receives information from its suppliers about sustainability targets, management systems and compliance with the law.
- Poulten & Graf reserves the right to carry out audits of suppliers for their compliance with the Code of Conduct.

I hereby confirm that I have reviewed this Code of Conduct and that I fully understand the expectations Poulten & Graf has of its suppliers, and will act accordingly.

Date/Signature/company stamp