

Gira | Postfach 1220 | 42461 Radevormwald | Deutschland

Anschrift

27.06.2024, Kurzzeichen

Confirmation of the Code of Conduct for Suppliers for all suppliers and partners of Gira, Giersiepen GmbH & Co. KG

Dear

In order to ensure the functioning of our compliance management system and to strengthen our partnership-based cooperation, it is necessary for us to address the contents of this system. For this reason, we have developed the Code of Conduct (CoCfS in the following). This code essentially pertains to applicable laws and social norms and shall serve to secure safe working conditions, promote environmental protection and prevent corruption.

We request you to examine the contents of the CoCfS and to confirm the compliance with your signature on the attached copy **until the 20xx-xx-xx**. If you use your own code or have acknowledged a branch code, please send it to us **until 20xx-xx-xx**.

If you believe that you cannot fulfil the requirements of the CoCfS and in case of that you are not able to sign it, please let us know which contents you cannot agree to.

We thank you for your understanding.

Kind regards,

Name

Position

Vorname.Name@gira.de

Tel +49(0)21 95-602-Durchwahl Telefon

Fax +49(0)21 95-602-Durchwahl Fax

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Copy regarding the acknowledgement of the Code of Conduct for Suppliers (CoCfS)

- a) The supplier confirms that he/she accepts the content of the Code of Conduct for Suppliers and he/she complies with the contents of the CoCfS.
- b) The supplier confirms that he/she is not aware of any violations of the CoCfS.
- c) The supplier confirms that he/she will report any violation, explain the cause, and present prevention strategies.

We hereby confirm that the firm **FIRMENNAME** accepts the letters **a)**, **b)** and **c)** indicated above.

Location, Date

Signature

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Code of Conduct for Suppliers

Definition

A code of conduct is a compilation of legal and voluntary guidelines and regulations, which firms commit themselves to. The stated codes of behaviour serve as a basic orientation for the conduct of employees and suppliers, in order to promote desired behaviour and avoid undesired behaviour.

1 Purpose and Area of Application

The Gira sustainability strategy guides our actions. It not only influences our firm, but also defines the demands we place on our suppliers. Gira acts according to a corporate vision, which in turn is reflected in our Code of Conduct. Our Code of Conduct for Suppliers specifically defines our worldwide requirements. This includes national and international rules and laws as well as the values and social conventions, according to which we act and wish to be treated. The Code of Conduct for Suppliers highlights the prerequisites for long-term and successful cooperation with Gira. To ensure that our sustainability strategy has the most extensive impact as possible, we expect our suppliers to select their own suppliers according to the same or comparable criteria.

1.1 Compliance with laws and social norms

It is a matter of course for Gira and its suppliers that applicable laws and provisions at the local, national and international level are complied with.

In the social context, we require compliance with the Core Labour Standards of the International Labour Organisation (ILO) [1]. Furthermore, we explicitly demand our suppliers to follow the principles of the Global Compact [2].

We do not tolerate any form of corruption or bribery.

[1] <http://www.ilo.org/berlin/arbeits-und-standards/kernarbeitsnormen/lang--de/index.htm>

[2]

https://www.unglobalcompact.org/languages/german/die_zehn_prinzipien.html

2 Humans

Gira attaches great value to the satisfaction of those people who come into contact with the firm, the products or the brand name Gira.

By means of applicable legal provisions, internationally recognised standards such as the Core Labour Standards of the ILO, and the principles of the Global Compact, our suppliers commit themselves to comply with the following agreements and to regularly verify compliance with them.

2.1 Human rights and working standards

Employees are to be treated with fairness, respect and dignity. Compliance with the Core Labour Standards of the ILO is a basic prerequisite for this.

2.2 Forced labour and child labour

It is prohibited to employ minors who are still of compulsory school age in the respective country. In accordance with ILO regulations, children under the age of 15 may not be employed.

Gira repudiates any deliberate use of forced and non-voluntary work.

2.3 Humane treatment and discrimination

A ban on inhumane working conditions, discrimination and harassment must be ensured. Employers must not be discriminated against or disadvantaged due to their race, national origin, skin colour, religion, gender, sexual orientation or any other reason.

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2.4 Health and safety

We expect all workplaces to meet minimum standards regarding health and safety in accordance with work protection laws.

2.5 Wages and working hours

The maximum working time may not exceed the working time stipulated in the corresponding nationally applicable labour laws. Moreover, the supplier commits him/herself to pay the employees at least at the level of the normal local salary for comparable work and to comply with the statutory minimum wage.

3 Environment

The supplier is responsible for continuing to reduce the usage of resources and the discharge of climate-damaging emissions to the greatest possible extent. Compliance with the applicable environmental laws and regulations is supplemented by existing environmental goals and a continuous improvement process regarding environmental management. We generally welcome the application of internationally compatible environment management systems such as ISO 14001 or the application of an energy management system such as ISO 50001.

3.1 Use of resources

Our suppliers are obligated to manage natural resources in a responsible manner and to contribute to the careful use of energy, water and fuels.

3.2 Emissions

Legal limits for climate-damaging emissions must be complied with and the necessary countermeasures introduced in cases of violation.

3.3 Hazardous substances

We require our suppliers to deal with hazardous substances professionally in order to protect their employees and the environment.

3.4 Waste avoidance and recycling capacities

Our suppliers are obligated to avoid waste to the greatest possible extent and, where applicable, to give preference to waste avoidance over recycling. If possible, new products should be developed so that they can be recycled.

3.5 Limiting the use of raw materials harmful to the environment

Suppliers should refrain to the greatest possible extent from using raw materials and production processes which are harmful to the environment.

4 Business practices

In order ensure the success of products and business relationships in the future, our suppliers continuously enhance the quality of their products, work and processes. Quality management systems as described in ISO 9001 are an integral part of this.

4.1 Corruption and bribery

Our suppliers take decisions exclusively on the basis of objective and professional criteria and are not influenced by personal relationships or interests, in particular.

4.2 Gifts and invitations

Our suppliers do not directly or indirectly offer Gira employees inappropriate benefits in the form of gifts, business entertainment, or invitations in order to improperly influence Gira employees.

In particular, our suppliers ensure that their employees, sub-contractors, consultants, intermediaries or representatives also comply with these provisions.

4.3 Services and products

A balance of economic, social and ecological demands should be pursued in the planning, development and implementation of products and services.

4.4 Supplier evaluation

The performance of our suppliers is assessed by the firm Gira on the basis of an enquiry regarding various criteria. Particular attention is given to the quality as well as the logistic, technical and economic performance of the suppliers.

5 Joint action and a practical approach

As a rule, we cooperate with environmentally and socially responsible suppliers. We expect our suppliers to sign the Gira Conduct for Suppliers. If a code of conduct that is already generally acknowledged in the branch has been signed, we verify whether it complies with our own supplier standards. A list of general codes of conduct accepted by us can be requested from us or viewed directly in our supplier portal. We expect our suppliers to ensure that their suppliers also comply with the standards.

5.1 Reporting violations and annual status request

Our suppliers are obligated to actively report severe violations of the Code of Conduct for Suppliers (e.g. corruption, child labour), to explain the cause and to present a prevention strategy for the future. Furthermore, they must participate in an annual inquiry regarding the current state of implementation of the Code of Conduct for Suppliers. The required information is retrieved by means of an online questionnaire.

5.2 Potential consequences

In cases of severe violations (e.g. corruption, child labour) and repeated violations of the Code of Conduct for Suppliers despite warnings from Gira, our suppliers can expect

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the business relationship to be terminated. To prevent this, Gira is very willing to engage in a dialogue with any supplier who is willing to discuss and take measures which will help fulfil the Code of Conduct. One objective of Gira is to jointly improve the working conditions of employees and reduce the negative impact on the environment.