

## TKH Code of Supply

As reflected in the TKH Code of Conduct, TKH and its subsidiaries (hereinafter 'TKH') stands for responsible business. TKH has a 'zero tolerance' policy when it comes to unethical business behaviour. We expect all of our suppliers to conduct their business ethically. As a supplier, you must comply with all applicable laws and regulations, the requirements set out in this TKH Code of Supply and your contractual obligations to us. This TKH Code of Supply defines the main principles underlying your business activities as one of our suppliers. More specific guidance, and where to go for questions, is available on <http://www.tkhgroup.com/en/csr>.

### General

- Supplier is committed to act fairly and with integrity towards its stakeholders and to refrain from unethical conduct.
- Supplier is expected to comply with all relevant international legislation as well as the applicable national rules and regulations of the countries in which they operate.

### Conduct towards environment

- Our suppliers comply with all applicable national laws, regulations and standards to protect the environment.
- Our suppliers are expected to establish and maintain a suitable Environmental Management System (in accordance with ISO 14001, or national equivalent) to minimize environmental impact and hazards, and to improve environmental protection in their everyday operations.

### Conduct towards human rights

Our suppliers respect and comply with the fundamental rights granted to all employees under applicable national statute. Furthermore, we expect our suppliers to fully recognize the labour standards issued by the International Labour Organization (ILO), taking into due account the applicable laws and regulations in different countries and at different sites. This includes, but is not limited to, the following subjects:

- Employment should be freely chosen in accordance with the Universal Declaration of Human Rights.
- We expect our suppliers to prohibit and refrain from any kind of forced or child labour within their organization.
- We expect that our suppliers promote equal opportunities and equal treatment. Furthermore, we expect our suppliers to prohibit any form of discrimination in recruiting, promoting or selecting employees for basic or advanced training programs. Within the organization of our suppliers, no employee may be discriminated against based on his or her gender, age, ethnicity, nationality, sexual orientation, disabilities, union membership, political affiliation or religious conviction.
- We expect our suppliers to respect employee's rights with regard to collective bargaining and freedom of association.
- We expect our suppliers to fully comply with applicable national statute on working time. Furthermore, we expect that the employees of our suppliers receive a remuneration which is in line with applicable national statute.

### Conduct towards occupational health and (consumer) safety

- We expect our suppliers to ensure a safe working environment and therefore to fully comply with applicable national statute governing health and safety at work.
- Furthermore, our suppliers are expected to establish and maintain an appropriate occupational health and safety management system (in accordance with OHSAS 18001, or national equivalent).
- We expect our suppliers to protect the health and safety of employees and contract labour and minimize any adverse work conditions.



- Our suppliers are expected to take all the necessary actions to ensure consumer safety. Supplier will ensure that his products will not be made of hazardous substance as defined in EU Directive Restriction of Hazardous Substances.

**Conduct towards ethical conduct**

- At TKH we expect our suppliers to have zero-tolerance for corruption and to ensure compliance with all United Nations (UN) and Organisation for Economic Co-operation and Development (OECD) conventions against corruption, and with all governing anti-corruption laws.
- In particular, our suppliers are expected to ensure that their employees, subcontractors and agents do not offer, promise or grant any advantages to any TKH employees or related parties thereby securing an order award or any other form of preferential treatment in their business transactions.

**Continuous improvement**

The supplier will start preventive actions if any non-conformity issues are found on the above principles. Supplier's management system shall include written performance objectives, targets and implementation plans to improve the supplier's social, labour, ethical and environmental performance, including a periodic assessment of supplier's performance in order to achieve fundamental improvements:

- TKH may assess compliance with this Code by visiting the suppliers' site.
- TKH may reconsider its relationship with a supplier that does not comply with this Code.
- Supplier who cannot (fully) comply with this code will inform TKH in detail on his non-compliance and indicate whether he will comply in the future and when.
- Upon request supplier will deliver, within a reasonable time frame, relevant information to TKH pertaining to the issues in this Code.
- Supplier will help TKH in maintaining this Code by communicating abovementioned principles to their executives, employees and subcontractors.

TKH subsidiary: \_\_\_\_\_

Contact person: \_\_\_\_\_

Declaration to be signed by Supplier:

Company name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Function: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_