

# Code of Procedure for the Suppliers of Electris spółka z ograniczoną odpowiedzialnością sp.k.

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## **1. Rules of procedure**

Being the condition of business cooperation with Electris , the suppliers, contractors (referred to as “business partners”) shall proceed in accordance with all the provision of the law and regulations applicable as regards their operations as well as the basic procedures for Electris suppliers included herein. Being the suppliers of Electris you are also responsible for all the conduct of your sources in the supply chain, adjusted to these requirements. Your obligation as regards full compliance with the requirements shall be the basis for mutual beneficial cooperation with Electris

Should you observe any unethical conduct or potential unethical conduct in daily contacts with Electris , please contact Electris

## **2. Compliance with the law**

Being the supplier of Electris , you are obligated to implement and maintain the compliance scheme and present a satisfying history of compliance with the domestic law and other legal regulations binding at running a business, including the following requirements.

## **3. Practices of running a business and anti-corruption actions**

Always be fair and trustworthy in all the commercial activities. Reserved property of the partner and another intellectual property (especially of Electris ) should be treated in a responsible manner and one shall proceed in accordance with the provisions concerning fair competition, anti-corruption and antitrust regulations.

### **3.1. Forbidden business contacts**

Offering or giving, directly or indirectly, any inappropriate personal benefits, including cash, bribery, to any employee or representative of Electris , client or civil servant in relation to purchase activities of Electris by our suppliers shall be strictly forbidden. Electris requires their suppliers not to offer, nor give to any employees or representatives any gifts, exclusive of low value presents or ones of symbolic nature, to show appreciation for a specific transaction or action as well as not to offer any treats going beyond the scope of the usual or legally accepted habits.

### **3.2. Collusion**

Making any information available concerning the prices, cost and another competitive information or taking any other actions having the nature of a collusion with any supplier or offeror submitting an offer aimed at Electris as regards any proposed, future or present purchase from the website of Electris shall be forbidden.

### **3.3. Respect for copyright and intellectual property rights**

The suppliers have to:

- use their commercial partner's property (especially the property of Electris ) solely with the aim it was made available for and protect it against any damage, loss or improper use;
- act with due respect for patents, commercial marks and intellectual property of other entities and protect them against attacks, loss and infringement;
- take actions aimed at protecting the confidentiality of the business partner's information, including not disclosing it to third parties without the prior written consent of a given business partner.

## **4. Basic employee rights and the standards and practice at the workplace**

Being the supplier of Electris , you should proceed in accordance with the following requirements concerning employee rights and standards binding at the workplace:

### **4.1. Fair employment practices**

Operate with respect for the dignity, privacy and individual rights of your employees and treat them equally, regardless of their gender, race, colour of their skin, nationality, creed, age, disability, sexual orientation or other personal traits.

### **4.2. No forced labour and employing children**

Do not use force labour and ensure the application of standards of employment compliant with the Convention of International Labour Organisation on Minimum Age (C138) and Worst Forms of Child Labour (C182).

### **4.3. Freedom of association**

Respect the employees' right to join or not to join the associations they select, unless it is forbidden by the law, and do not discriminate against them because of their membership in any organisation.

### **4.4. Fair regulations concerning working time and consideration**

Manage the operation in such a manner that overtime work does not exceed the maximum working time permissible by the law. Under no circumstances should you demand work for more than 60 hours and six consecutive days without a day of rest. Employees must be given

at least the minimum wage as specified by the law, and where regulations concerning wages are absent, by the local industrial standards.

#### **4.5. Safe, healthy and fair conditions of work**

Ensure safe and healthy working environment. Respect the dignity, privacy and individual rights of persons engaged in business operations and do not tolerate any violations of the discipline, physical abuse threats, sexual harassment or any other, calling names and terrorising.

#### **5. Environmental protection**

Your actions must be carried out in a manner protecting the environment and in accordance with the binding legal provisions at all times.

#### **6. Additional information**

**ELECTRIS** is determined to abide by the regulations and clients' requirements as regards the ban and restriction on substance, including hazardous ones and conflict minerals. Therefore, the suppliers assure that the goods supplied to **ELECTRIS** comply with the requirements covered by the scope of the binding regulations. These shall be in particular:

- limiting the quantity of hazardous substances penetrating the environment;
- documents confirming the compliance with REACH, RoHS shall be sent to **ELECTRIS**;
- implementing a policy as regards conflict minerals observing due diligence to evaluate the sources of these minerals;
- reacting in time to **ELECTRIS** request as a proof of compliance with these requirements. Documents confirming compliance with the requirements are sent to **Electris** at least once a year.

## **Declaration of the Supplier:**

We hereby declare as follows:

1. We are aware of the binding regulations and abide by them.
2. We have received a copy of the Code of Procedure for Suppliers and hereby undertake to abide by its rules and requirements as well as the provisions of a specific supply contract concluded with ELECTRIS and to inform our employees and representatives about the contents thereof.
3. We hereby agree that ELECTRIS and its representatives or third parties appointed by ELECTRIS and who may be accepted by us, may carry out inspections (audits) within our plant to observe the compliance with the Code of Procedure. Such inspections may be carried out solely within usual working hours in accordance with the binding legal provisions concerning data protection, and they shall in no unjustified way collide with our business operations, nor shall they violate our confidentiality contracts with third parties. Moreover, we hereby consent to cooperate as regards any inspections and cover the costs related thereto; ELECTRIS shall bear their own costs.
4. We are aware that the rules and requirements included in the Code of Procedure for Suppliers may be subject to amendments, as decided by ELECTRIS.
5. We are aware that unethical conduct, or potentially unethical conduct (also of the employees of ELECTRIS) may be reported in confidence to ELECTRIS Purchasing Department to the address [nataliawagiel@electris.pl](mailto:nataliawagiel@electris.pl) and we will inform our employees and representative about such a possibility.

*Town/city, date:*

*Business name:*

*Name and signature of the supplier's representative:*