

## Sustainability Guideline for Suppliers

Vorwerk expects of its suppliers, that they assume our commitments to integrity and high standards of moral, business ethics, compliance and sustainability. We expect all direct and indirect suppliers, their employees, representatives and subcontractors that they observe these guidelines globally.

### Business Ethics / Social Responsibility

a) **Forced labour**

Suppliers must not use any forced or involuntary labour, irrespective of whether in the form of requisitioned labour, imprisonment, or bonded labour.

b) **Child labour**

No supplier of Vorwerk may use child labour. The term "child" refers to all persons under the age of 15 years or under the minimum age for earning eligibility in the country, in which the supplier operates, if this is the higher.

c) **Human Trafficking**

Suppliers are prohibited from engaging in human trafficking. Suspected cases in the own supply chain must be pursued.

d) **Discrimination and harassment**

Suppliers must provide a working environment, free from harassment and unlawful discrimination. Suppliers may not discriminate against any person on grounds of personal characteristics or of faith, including ethnic origin, colour, religion, origin, sex, sexual orientation, age, or disabilities.

e) **Diversity, equality, inclusion**

Our suppliers must support the development of an inclusive culture at all levels of their workforce. Diversity should be valued and everyone should be able to contribute fully and reach their full potential.

f) **Women's rights**

Vorwerk promotes the principle of gender equality - in particular the right of women to political, economic and social equality. We expect from our suppliers that professional opportunities and pay for work performance are independent of gender.

g) **Anti-Corruption**

Suppliers may not provide, accept, offer or pay bribes or participate in other corrupt practices as extortion, if they are operating under orders of Vorwerk, and must comply with and follow all applicable laws against bribery in the countries in which they operate.

h) **Privacy**

Supplier respects the right to privacy of its workforce. The business conduct is expected at all levels to be free from attacks upon honour and reputation of everyone. Personal data are processed according to General Data Protection Regulations.

i) **Financial Responsibility**

Suppliers must adhere to national legal and internal requirements for financial and non-financial reporting and ensures accurate records.

## Sustainability Guideline for Suppliers

j) **Disclosure of information**

The supplier must comply with the legal requirements for the disclosure of information for its works.

k) **Health and Safety**

Suppliers must provide a working environment which promotes and respects Health and Safety regulations in all areas.

l) **Working hours**

Suppliers are expected to comply with all local laws regulating hours of work at all sites/subsidiaries.

m) **Wages and benefits**

Wages and benefits of employees must be consistent with applicable laws regarding minimum wages, overtime hours and legally mandated benefits.

n) **Freedom of Association / Collective Bargaining**

Suppliers protect the right of its employees to associate freely and to join labour unions according to local regulations. The supplier allows collective bargaining according to local regulations.

o) **Compliance with competition laws**

Supplier complies to anti-trust and competition laws and does not tolerate contracts, agreements of collusion horizontal or vertical with potential competitors or partners, which are in contrast to free and fair competition practices.

p) **Conflict of interest**

Suppliers have the responsibility to act faithfully on behalf of their company. Therefore, personal beneficial behaviour is not tolerated. The adherence of this business principle is monitored by the organization / management.

q) **Protection of Identity and Non-Retaliation**

Supplier promotes the protection of the individual against retaliation according to an Anti-Corruption Policy.

r) **Counterfeit parts**

Supplier have to inform Vorwerk immediately and initiate appropriate legal actions to protect the market, when they are in knowledge about circulation of counterfeit parts

s) **Intellectual property**

Supplier respects intellectual property of its customers and market followers and clarifies patent protection and utility registrations in order to avoid any breach of regulations for its products.

t) **Export controls and economic sanctions**

Supplier respects restrictions of exporting of goods and trading with countries, which are sanctioned by international laws and regulations.

## Sustainability Guideline for Suppliers

### u) Conflict Minerals

Suppliers are expected to declare, if requested by Vorwerk, sources of conflict mineral according to the Dodd-Frank Act and use the latest CMRT reporting template.

### v) Land rights and forced eviction

Where Suppliers start projects involving the acquisition, development or other use of land, forests or water, they intend to avoid forced evictions and the deprivation to these.

### w) Other Statutory Stipulations

Vorwerk expect their suppliers to comply with all applicable laws, which are not set out in greater detail in these standards. "Applicable Laws" are all laws, codes, rules and regulations, as well as valid contracts at the local, state, country and national levels.

### x) Data Protection

We expect from our suppliers that they will protect confidential information of Vorwerk and their customers by means of secure storage and restriction of access to those who need the information for the purpose of their work. Confidential information is information that is not generally known, or is not easily accessible to the general public, and can belong either to Vorwerk or their customers. Confidential information could be, for example business and marketing plans, financial information, testing protocols, test reports, the status of the testing of products, customer information, drawings or diagrams of customers, internal business correspondence, plans for the acquisition or establishment of a partnership or alliance with other companies, plans for new and / or current products and services.

The obligation to protect the confidential information of Vorwerk will continue to exist even after a possible end of the business relationship between the supplier and Vorwerk. More Details are regulated in the information security guideline.

## Environmental Sustainability

### a) Air Quality

In order to protect the environment, we expect our suppliers to obey air quality goals according to laws and regulations and to strive for reduction of air emissions.

### b) Energy consumption and greenhouse emissions

Energy saving technologies, as internal heat exchange techniques, application of renewable energies and green house emission reduction targets shall be integrated in suppliers environmental policies and activities.

### c) Natural resources management and waste reduction

Suppliers are expected to have a responsible management of natural resources in their business field with the target to reduce / recycle and / or re-use of secondary materials in order to protect natural resources.

### d) Water quality and consumption

Suppliers environment targets shall include the reduction of consumed fresh water and the improvement on water quality by minimizing the risk of contamination of water sources and controlling emitted waste waters from processes to the environment.

## Sustainability Guideline for Suppliers

**e) Responsible chemical management**

Suppliers are expected to control their chemicals in accordance with safety and environmental legislations. The suppliers environmental policy and activities focus on the reduction or substitution of high impact / hazardous chemicals.

**f) Soil quality**

If it is helpful or necessary, the effect on the soil quality is monitored and controlled with the intention of preventing erosion, nutrient reduction, soil subsidence or any other contamination.

**g) Environment Protection Laws**

Vorwerk operate its sites adhering to all global / regional / local environment protection aspects and regulations for its products and processes and expect its suppliers to comply with all applicable environment protection laws and regulations of the countries in which they operate.

**h) Biodiversity, land use and deforestation**

As far as possible, activities that have a negative impact on the protection of flora and fauna, in particular those that irreparably damage them, shall be avoided.

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 CEO Vorwerk Autotec GmbH & Co. KG  
 CEO Vorwerk Drivetec GmbH

Received and accepted by Supplier

Supplier:	
Date:	
Name/Signature:	