

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 and rights of minorities**

Vorwerk's suppliers support the development of an inclusive culture at all levels of the workforce where diversity is valued and everyone is able to contribute fully and reach their full potential. Suppliers respects the rights of minorities and indigenous people.

f) **Ethic recruitment**

The recruitment process of Vorwerk suppliers is transparent and sustainable and carried out under ethical aspects to avoid inequalities.

g) **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.

h) **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.

i) **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.

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j) **Financial Responsibility**

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

k) **Private or public security forces**

The suppliers use either private or public security forces at their production sites depending on location to ensure a safe workplace and to control and track all visitors from outside.

l) **Disclosure of information**

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

m) **Health and Safety**

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

n) **Working hours**

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

o) **Wages and benefits**

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

p) **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.

q) **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.

r) **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.

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

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

t) **Counterfeit parts**

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

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u) **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.

v) **Export controls and economic sanctions**

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

w) **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.

x) **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.

y) **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.

z) **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.

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 and Soil 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. Suppliers take precautions to avoid any pollutions of soil by its products or wastes, which are stored and disposed of securely.

b) **Energy consumption, greenhouse gas emissions, decarbonization**

Energy saving technologies, as internal heat exchange techniques, application of renewable energies and greenhouse gas emission reduction targets shall be integrated in suppliers environmental policies and activities. Suppliers shall strive to continuously reduce our CO₂ – footprint by various activities in their scopes.

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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.

e) Responsible chemical management

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

f) 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.

g) Land, forest and water rights, biodiversity

Vorwerk suppliers will always respect land, forest and water rights and will only source raw materials from sustainable sources, which do not overexploit or deforest areas neither carry out forced evictions. Suppliers avoids activities, which has an impact on biodiversity and protection of flora and fauna.

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Dr. Juergen Moeller
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 CEO Vorwerk Drivetec GmbH

Received and accepted by Supplier

Supplier:	
Date:	
Name/Signature:	