

EHAM INNENARCHITEKTUR
KÜCHE BODEN
SCHREINEREI

Supplier Code Eham GmbH



Just as family and team work hand in hand, tradition and innovation are harmonised every day at EHAM.

Over 35 years, a philosophy has grown from the seed of an idea. It finds its roots in the tried and tested basic values of craftsmanship and strives for meaning and sustainability. Ideas, space and materials live in harmony with nature.

This attitude characterises us, because we are made of different wood.

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1. Together: one step further

Our responsibility extends along our entire value chain and we expect our suppliers and service providers to comply with international standards. We have formulated our expectations for the areas of working conditions, health, safety, the environment and business ethics below. Our "Code of Conduct for Suppliers and Service Providers" is based on the principles of the "UN Global Compact" and the standards of the International Labour Organization (ILO).

The Code of Conduct defines Eham's principles and requirements for our partners and their employees. We rely on our partners to ensure that their suppliers and service providers are also guided by these principles and comply with them. For us, this code is an integral part of supplier selection and evaluation. We reserve the right to terminate business relationships with partners who do not comply with these principles.

Our supply chain is therefore a dense network characterised by shared values. And our common goal is to bring our philosophy to life and inspire more and more people with it. This includes voluntary compliance with the Code and their active participation as part of this value chain.

2. Working conditions

The Eham Partner is committed to upholding the human rights of all its employees and treating them with dignity and respect. This commitment extends to all workers, including but not limited to temporary and migrant workers, student workers, agency workers, permanent employees and all other types of employees.

2.1. Free choice of employment

Our partners do not use any form of forced or comparable labour. All employment relationships are voluntary and employees have the right to terminate their work or employment relationship at any time.

2.2. Child labour

Our partners adhere to the provisions of the United Nations on human rights, in particular the rights of children. The minimum age for authorisation to work must not be below the age at which compulsory schooling ends and in no case below 15 years of age. We are also particularly committed to complying with the Convention concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour. If a national regulation provides for stricter standards with regard to child labour, this must be given priority.

2.3. Working hours

The respective statutory maximum number of hours per week may not be exceeded. As a rule, the regular weekly working hours shall not exceed 40 hours (excluding overtime) or a total of 60 hours per week (including overtime), unless there are special business requirements or national regulations that provide for shorter weekly working hours. In addition, employees must be granted at least one day off per seven-day work period. To ensure that they can recover adequately.

2.4. Wages and social benefits

In addition to the economic framework conditions and the requirements for economic development and productivity, the remuneration granted to employees (employees and their family members) must comply with all relevant national laws on remuneration, including minimum wage regulations, regulations on overtime and statutory social benefits. Remuneration should also enable employees to participate in social, cultural and political life.

2.5. Humane treatment

The personal dignity, privacy and personal rights of each and every individual must be respected. Employees must not be physically punished or physically, sexually, psychologically, mentally or verbally harassed or abused. This applies equally to the announcement of such treatment.

2.6. Discrimination

Every person is entitled to fair treatment. The Eham Partner is committed to recognising the uniqueness of each person and to treating each and every individual with courtesy, honesty and dignity. It undertakes not to tolerate harassment or unlawful discrimination in its workforce.

In recruitment and employment practices, including promotions, remuneration and access to training opportunities, the partner must not discriminate against employees on the basis of race, colour, age, gender, sexual orientation, ethnic origin, disability, pregnancy, religious or political beliefs, trade union membership or marital status.

2.7. Freedom of association

The Eham Partner respects the right of its employees to freedom of association within the framework of the respective applicable national rights and laws and undertakes to do so.

3. Health and safety at work

The well-being of employees is important to the Eham partner. The applicable laws and regulations on occupational safety and health in the workplace are complied with and ensure a healthy and safe working environment for employees. The partner recognises that this contributes to increasing the quality of products and services as well as employee motivation.

3.1. Health and safety at the workplace

The Eham partner ensures that systems, processes and/or measures are implemented in its company to fulfil the national legal regulations for health and safety at work. Potential safety risks are identified, assessed and avoided by the Eham partner through appropriate measures. Employees are informed about potential safety risks, correct and safe behaviour and the necessary protective measures. If adequate risk control is not possible through these measures, employees will be provided with appropriate personal protective equipment.

3.2. Emergency care

Potential emergency situations and events are identified and assessed. The effects are managed by implementing emergency plans and reporting systems with the aim of minimising them. Potential emergency situations and events are identified and evaluated. The effects are managed by implementing emergency plans and reporting systems with the aim of minimising them.

4. Environment

Eham Partner recognises that a committed and positive approach helps to minimise our environmental impact while building a more sustainable future. This means that a responsible approach to the environment is an essential part of Eham Partner's procurement activities. It is therefore committed to constantly monitoring and optimising the consumption of energy and natural resources. Negative effects on the environment must be avoided in production processes and natural resources must be conserved.

It is determined to continuously improve and develop this process. Only through a committed and progressive approach can we ensure that our activities are in line with our environmental goals.

4.1. Environmental protection

The Eham partner has established mechanisms, implemented procedures and/or taken measures and obtained the necessary authorisations to ensure that all national legal environmental regulations are complied with. Employees are provided with training on how to avoid environmental risks.

The supplier undertakes, where it has influence, not to deforest or degrade primary forests or other areas particularly worthy of protection.

In particular, it shall reduce negative environmental impacts caused by water consumption and waste water, emissions of pollutants and greenhouse gases, use of materials and waste, and support the preservation of biodiversity.

4.2. Dangerous substances

Ensure that chemicals or other materials that could pose potential hazards if released into the environment are identified and handled responsibly. This includes safe procedures for handling, transport, storage, use, reuse and disposal.

4.3. Restrictions on production materials

Eham's partner shall comply with all applicable national laws, regulations and customer-submitted specifications regarding the prohibition or restriction of certain substances. This also includes the obligation to label for recycling and disposal.

5. Business ethics

Eham partners and representatives respect and comply with all applicable local, national and international laws and regulations. Compliance with these laws and regulations is a prerequisite for sustainable corporate success.

This includes the fulfilment of their social obligations and compliance with high ethical requirements for a successful positioning in the market. The following principles are included:

5.1. General compliance with the law

The Eham Partner warrants that it continuously complies with all applicable national laws and other regulations during its business activities.

5.2. Integrity

All business interactions should be based on high standards of integrity. The Eham Partner is committed to having zero tolerance for bribery, corruption, extortion, fraud and embezzlement and to prohibiting them in any conceivable form. All business processes should be transparent and properly traceable in the Eham Partner's business records.

5.3. Prohibition of accepting and granting benefits

It is prohibited to offer, accept or accept the promise of a bribe or other means of obtaining an improper or inappropriate advantage. It is necessary to implement monitoring and enforcement procedures to ensure that all requirements relating to anti-corruption laws are fully complied with.

5.4. Fair competition (antitrust law)

The Eham Partner upholds the principles of fair competition and conducts all business activities in accordance with applicable antitrust laws and regulations.

5.5. Avoidance of conflicts of interest

Decisions should be based solely on objective business-related considerations, without any influence from personal interests.

5.6. Protection of confidential information

Business secrets and personal information may only be used to the extent necessary and legally permissible. It is necessary to protect this information appropriately.

This means that all managers and employees of Eham Partners are obliged to do so. This applies not only to our own confidential information, but also to confidential information entrusted to our business partners, customers and clients.

The protection of personal data of employees and business partners is very important to us. When processing the specific data of these groups of people, we proceed with the utmost care and sensitivity. Personal data is handled in accordance with the applicable data protection regulations.

Every employee of the Eham Partner should be informed of our data protection guidelines when joining the company, with the obligation to comply with them:

- Not to pass on, use or process personal data. This includes customer, prospective customer, supplier and employee data
- to comply with the provisions of the Data Protection Act
- to maintain business and trade secrets. Even beyond the duration of employment. This also includes details of the organisation, business transactions, production processes and accounting figures
- Not to steal data and information in any form or misuse it for any other purpose
- To protect the data of the / our company from unauthorised access

5.7. Export / import laws

It is necessary to respect the current laws and regulations in the area of export and import control and customs.

5.8. Disclosing information

It is necessary to keep information on the company's business activities, structure, financial position and performance transparent in accordance with the applicable regulations and standard industry practices. Tampering with records and misleading presentation of conditions and procedures in the supply chain are unacceptable.

5.9. Intellectual property

Intellectual property rights must be respected. Technology transfer and the passing on of expertise must take place in such a way that intellectual property rights are protected.

5.10. Responsible procurement of raw materials

The Eham partner should develop measures to ensure that the raw materials used in the manufactured products are not used to directly or indirectly finance or support armed groups that commit serious human rights violations.

With regard to the origin of the raw material wood, we expect the EHAM partner to ensure that the wood does not come from sources where it has been illegally felled. It should also not violate export regulations of the country of origin, international trade embargoes or civil rights. In addition, the wood should not come from protected species (e.g. according to CITES) or from non-certified, highly endangered forests.

With regard to the origin and chain of custody of all raw materials, the partner is expected to exercise reasonable care and to disclose these due diligence measures upon request. By signing this document, the partner undertakes to act responsibly and to adhere to the aforementioned principles. We confirm that we also ensure that our suppliers and service providers comply with these principles.

6. Compliance with this Code

We are counting on you, as a supplier who is familiar with and has confirmed this code, to recognise the values and objectives set out in it and to work with us to protect them.

And that is why we count on your active participation.

_____ Company

_____ Place, date

_____ Name, signature