

Code of Conduct for Suppliers

Introduction

Gilgen Logistics (GILGEN) acknowledges its social responsibility and is committed to a free basic order, a fair market economy and free competition. GILGEN respects the laws and culture of the countries in which it operates. It exists on the basis of equality and rejects discrimination of all kinds. At the same time, it heeds transparency, reliability and openness in communication. Last but not least, the protection of the environment and health is a key concern for GILGEN.

This Code of Conduct for Suppliers is based on the core Conventions of the International Labour Organization (ILO) and other internationally recognised conventions for environmental protection (cf. annexes).

GILGEN regards a common understanding of socially and ecologically responsible action and ethical business conduct as a basic prerequisite for the collaboration. Therefore, we expect our suppliers to comply with the following principles.

Ethics

Our suppliers shall ensure that:

- all relevant laws, regulations and other legal provisions in the countries in which they operate are complied with.
- no conflicts of interest arise between them, or their employees, and GILGEN employees. If they become aware of a potential conflict of interest, they shall immediately inform GILGEN thereof.
- they behave in a fair manner in competition and comply with the respective applicable statutory provisions that protect free competition. Additionally, they shall not enter into any agreements or engage in any concerted practices with other enterprises that are aimed at or bring about the prevention, restriction or distortion of competition, nor shall they unlawfully exploit any market-dominating position they may have.
- they take the highest standards of integrity as a basis. They shall abide by the respective applicable anti-corruption laws and pursue zero tolerance towards bribery and corruption.
- they comply with the applicable laws and provisions relating to data protection.
- they respect rights to intellectual property.

- they observe the relevant laws, legal regulations and other legal provisions relating to the prevention of money laundering.

Labour rights and human rights

Our suppliers shall ensure that:

- they safeguard the internationally recognised human rights. In particular, they shall abide by the Universal Declaration of Human Rights of the United Nations, the "UN Guiding Principles on Business and Human Rights" as well as the principles of the "UN Global Compact" and the internationally recognised core labour standards of the International Labour Organization (ILO).
- they reject all kinds of forced labour, slave labour and comparable labour and respect the principle of freely chosen employment.
- they only employ individuals who are not subject to compulsory schooling according to the law of the place of employment, and are at least 15 years of age, unless the law at the place of employment deviates therefrom in conformity with the core labour standards of the ILO. The rights of children shall be respected.
- they pay appropriate remunerations and social security contributions that at least correspond to any applicable collective bargaining agreement and the national and local statutory standards, provisions or agreements. The respective relevant provisions applicable at the place of employment relating to working time, overtime, breaks and regular paid leave shall be complied with.
- they respect the freedom of association as well as the right to form interest groups. Employees shall, on the basis of the respective applicable national legislation, be granted the right to safeguard their interests.
- they do not tolerate discrimination against employees on the basis of gender, skin colour, nationality, disability, political conviction, ethnic or social background, religion, age, sexual orientation or other reasons. The personal dignity, privacy and personality rights of each individual shall be respected.

- they take on their responsibility for a safe and healthy working environment and implement within this framework all necessary measures to ensure the health and safety of their employees at the workplace.
- regarding the conflict minerals tin, tungsten, tantalum and gold as well as other raw materials such as cobalt, they implement the relevant provisions and processes in conformity with the guidelines of the Organisation for Economic Co-operation and Development (OECD) Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas.

Environment

Our suppliers shall ensure that:

- they take on responsibility in respect of environmental concerns and comply with all relevant laws, regulations and other legal provisions concerning the environment and sustainability.
- they classify, monitor and review wastewater from operational processes, production processes and sanitary facilities and treat such wastewater prior to drainage or disposal, if required. Moreover, they shall endeavour to reduce the generation of wastewater.
- they avoid waste or continually reduce their quantities of waste, such as emissions into the air (e.g. CO₂), water and soil. They shall implement appropriate measures for this purpose. With regard to disposal, the respective applicable statutory requirements shall be complied with. In particular, they shall also observe the requirements of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal.
- they reduce or avoid the use and consumption of resources during production as well as the generation of waste of all kinds, including water and energy. In doing so, they shall reduce the effects of their activity on biodiversity, climate change and water shortages.
- they monitor and document their energy consumption. They shall endeavour to improve energy efficiency and continually reduce energy consumption.

Sub-suppliers

The supplier shall communicate the content of the Code of Conduct in an appropriate manner to the suppliers engaged by it in connection with the rendering of its services for GILGEN, and shall endeavour, likewise in an appropriate manner, to ensure that the sub-suppliers also commit to and comply with comparable values and principles.

Control rights

GILGEN reserves the right to, itself, check the business partner's compliance with the Code of Conduct within its organisation or to have this checked by third parties. To this end, Gilgen Logistics shall come to an agreement with the business partner beforehand.

Duties to inform

The supplier shall inform GILGEN in writing without delay if the Code of Conduct has been breached at its business establishment, and the breach relates, or may relate, to the rendering of its services for GILGEN. Additionally, the Supplier shall likewise inform GILGEN in writing without delay if it is suspected that a sub-supplier is breaching comparable values and principles.

At GILGEN's request, the supplier shall follow up on the suspicion and clarify the facts and circumstances without delay. The supplier shall keep GILGEN continually informed in writing about the details relating to the facts and circumstances and about the result.

If you have concerns regarding unlawful conduct or misconduct, please contact compliance@gilgen.com.

Declaration by the supplier

The business partner confirms, with its signature, that it shall comply with the Code of Conduct and the provisions laid down therein in connection with the rendering of its services for GILGEN:

Place, date

Stamp, signature

Annex 1

ILO Core Conventions

- Convention No. 29 of 28 June 1930 concerning Forced or Compulsory Labour (SR 0.822.713.9);
- Convention No. 87 of 9 July 1948 concerning Freedom of Association and Protection of the Right to Organise (SR 0.822.719.7);
- Convention No. 98 of 1 July 1949 concerning the Application of the Principles of the Right to Organise and to Bargain Collectively (SR 0.822.719.9);
- Convention No. 100 of 29 June 1951 concerning Equal Remuneration of Men and Women Workers for Work of Equal Value (SR 0.822.720.0);
- Convention No. 105 of 25 June 1957 concerning the Abolition of Forced Labour (SR 0.822.720.5);
- Convention No. 111 of 25 June 1958 concerning Discrimination in Respect of Employment and Occupation (SR 0.822.721.1);
- Convention No. 138 of 26 June 1973 concerning the Minimum Age for Admission to Employment (SR 0.822.723.8);
- Convention No. 182 of 17 June 1999 concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour (SR 0.822.728.2).

Annex 2

Relevant Conventions on the Protection of the Environment and Natural Resources

- Convention No. 29 of 28 June 1930 concerning Forced or Compulsory Labour (SR 0.822.713.9);
- Convention No. 87 of 9 July 1948 concerning Freedom of Association and Protection of the Right to Organise (SR 0.822.719.7);
- Convention No. 98 of 1 July 1949 concerning the Application of the Principles of the Right to Organise and to Bargain Collectively (SR 0.822.719.9);
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