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TAKONI Sp. z o.o.

## **Supplier Code of Conduct for cooperation with TAKONI Sp. z o.o.**

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## 1. Rules of Conduct

As a requirement for cooperation with TAKONI, suppliers, contractors and consultants (together referred to as „suppliers”) shall comply with all laws and regulations applicable to their business, and the basic rules of conduct for TAKONI’s suppliers, contained in this Code of Conduct. As a supplier for TAKONI you are responsible for the actions of your sources and suppliers in the supply chain, therefore they shall also fulfill requirements of this Code. Your commitment to full compliance with these regulations provides basis for mutually beneficial trade cooperation with TAKONI.

Please contact TAKONI in case of any unethical behavior or potentially unethical behavior, during everyday businesses with TAKONI.

## 2. Compliance with the law

As a TAKONI supplier you are obliged to implement and maintain a compliance system to provide a satisfactory history of compliance with the national laws and all other applicable laws including but not limited to the following requirements: REACH, RoHS, Conflict Minerals and other new ones arising from Customer specific requirements.

## 3. Business practices and anti-corruption practices

It is common in all trade business activities to act fair, in the way that establishes confidence. Properties, registered properties and other intellectual properties of your partners (especially TAKONI) shall be treated responsibly and in accordance with rules concerning fair competition, anti-corruption and anti-trust regulations.

### 3.1. Prohibited commercial contacts/behaviors

It is strictly forbidden for our suppliers to offer, give directly or indirectly, any improper personal benefits including cash and bribes to any employee, TAKONI representative, client or a public official in connection with purchasing actions of TAKONI.

TAKONI requires its suppliers not to offer to employees or representatives any gifts, with exception to gifts with low value and symbolic nature, in recognition for particular transaction or agreements. Moreover, it is forbidden to offer treats/meals that go beyond standard and allowed customs.

### 3.2. Prohibited collusions/conspiracies

Disclosure of any information on prices, costs and other competitive information, or any other collusion/conspiracy actions with other suppliers/providers to TAKONI with respect to any current, proposed or future purchase is strictly forbidden.

### 3.3. Respect of copyrights and intellectual property rights

Suppliers are obliged to:

- use property of trading partners(especially TAKONI) solely for purpose for which it was shared and distributed and to protect it from damage, loss and misuse.
- respect patents, trademarks and intellectual property of others and to protect them from attacks, loss and violation.
- take steps to protect the confidentiality of information, disclosure to third parties without prior written permission from the partner is forbidden.

## 4. Basic labor rights, standards and practices in the workplace

As a supplier for TAKONI you should follow the requirements and standards in the workplace:

### 4.1. Fair employment

It is obligatory to act with respect for dignity, privacy and individual employees right, and to treat them equally, regardless of sex, race, nationality, religion, age, disability, sexual orientation and other personal characteristics

#### **4.2. No forced and child labor practices**

It is forbidden to use forced labor, prison labor or apprentice labor. Supplier must ensure standards of employment in accordance with International Labor Organization Convention minimum age restrictions (C138) and child labor (C182)

#### **4.3. Freedom of associations**

Suppliers shall respect the right of employees to join or not to join associations of their choice, unless it is prohibited by law. Moreover, suppliers cannot discriminate employees because they are members of an organization.

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

Activities should be managed in such a way that overtime should not exceed the maximum time allowed by law. Under no circumstances work time cannot exceed more than 60 hours and six consecutive days without a day of rest. Employees must receive at least the minimum wage set by law and, where there is no right of remuneration, by local industry standards.

#### **4.5. Safe, health and fair working conditions**

Supplier should provide a safe and healthy working environment. Respect the dignity, privacy and individual rights of those involved in commercial activities and do not tolerate breaches of discipline, threats of physical violence, sexual and other types of harassment, insults and intimidation.

### **5. Environment protection**

Supplier actions must be carried out at all times in a manner that protects the environment in accordance with applicable regulations. Suppliers of goods are required to implement an Environmental Management System according to ISO 14001 or equivalent. Such a system must be implemented and must function.

### **6. Additional information**

Supplier declaration

## Declaration of the Supplier :

We hereby declare as follows:

1. We are aware of the applicable laws and regulations and we will obey them.
2. We have received a copy of this Code of Conduct for Suppliers and hereby we undertake to comply with the rules and regulations described in the document, with the rules and provisions of a specific contract concluded with TAKONI and to inform Supplier's employees and representatives of its content.
3. We agree that TAKONI, representatives of TAKONI or third parties designated by TAKONI and acceptable for us, may conduct checks(audits) in our factory for compliance with this Code of Conduct. Such an audits may be carried out only during normal business hours, in accordance with current data protection regulations and will not unreasonably interfere with our everyday commercial activities or will not violate our confidentiality agreements with third parties. In addition, we agree to cooperate in such an audits and cover our costs associated with them; TAKONI covers its costs.
4. We are aware that the rules and requirements contained in the Code of Conduct for Suppliers, are subject to change in accordance with the decision from TAKONI.
5. We are aware that unethical behavior, or potentially unethical behavior (including TAKONI employees) may be submitted with confidence to Suppliers Quality Development Department at the email address [rmatusiak@takoni.com.pl](mailto:rmatusiak@takoni.com.pl) and we will inform our employees and representatives about such a possibility.

*City, date:*

*Name of the Company:*

*Signature of the Supplier's representative:*