

# ORTLIEB

## Supplier Code of Conduct

### **PREAMBLE:**

As is the case for all companies Ortlieb has a responsibility not only to the shareholders but also to the environment and society as a whole. Right from the beginning of the company's existence we have assumed this responsibility in many different ways and our suppliers play a key role in this. We are thankful for the direct, trusting and long-term business relationships we have formed.

The basis of this successful and long term co-operation between Ortlieb and its suppliers is formed by mutual respect and trust as well as a fair balance of interests between the parties ensuring equal opportunity. Fulfilling legal, social and environmental standards is all part of this. Consequently, with this supplier code of conduct, Ortlieb describes the minimum requirements it imposes on all suppliers. Furthermore, Ortlieb expects from its suppliers that their suppliers also fulfil these requirements.

This code of conduct is binding; therefore an infringement can, when all other measures fail, lead to Ortlieb terminating the business relationship. However, much more important for us is the understanding that Ortlieb can only take the path of sustainable development in a mutual, learning partnership with its suppliers.

### **The following tenets can be taken as the framework of the Ortlieb supplier code of conduct:**

- General Declaration of Human Rights of the United Nations
- ILO Declaration on Fundamental Principles and Rights at Work
- United Nations Convention against Corruption
- The ten principles of the UN Global Compact:  
(<https://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/index.html>)
- Relevant national statutory provisions and official requirements

The Ortlieb supplier code of contact consists of the three chapters:

### **1. MANAGEMENT, ETHICS AND LAW**

### **2. WORK AND SOCIAL ISSUES**

### **3. ENVIRONMENT**

## 1. MANAGEMENT, ETHICS AND LAW

### 1.1 Collaboration based on trust

The supplier and Ortlieb collaborate on the basis of trust. The supplier recognises that basic business principles, for example, maintaining confidentiality regarding customer trade secrets, respecting intellectual property, fairness, honesty and keeping promises are important for a credible, stable and sustainable business relationship.

### 1.2 Implementation of the code

The standards defined in this code of conduct will be recognised by the supplier's senior management. The obligations arising from this code or from national or international legal provisions will not be removed when putting work out to contract, carrying out alleged training programmes or other comparable measures.

The supplier must be able to present suitable records in order to substantiate that this code and the national/international provisions are being observed. The supplier agrees to Ortlieb reviewing the observance of the code. The reviews can include inspections by prior appointment of the supplier's premises carried out by persons appointed by Ortlieb.

### 1.3 Corruption

The supplier will not offer any Ortlieb employees advantages, commissions, bribery in the form of money, gifts or gratuities which could endanger objective and fair business decisions. Within the framework of the business relationship, corruption or attempted corruption of any type including blackmail and bribery will not be tolerated.

### 1.4 Legal Compliance

Ortlieb expects that the supplier will make decisions and act in conformity with the law and also in conformity with universal human rights and the ILO Declaration on Fundamental Principles and Rights at Work

## 2. WORK AND SOCIAL ISSUES

### 2.1 Working hours

The supplier will observe the applicable local laws and regulations and industrial standards regarding working hours. Where there are differences between regulations, the most stringent provisions are to be applied. However, whatever the regulations, the working week may not regularly exceed 48 hours. Overtime may only be performed voluntarily. The total working time per week must not exceed 60 hours. Every member of the supplier's workforce has the right after six consecutive working days to at least one free day.

### 2.2 Wages and social security benefits

The supplier will observe the applicable local laws and regulations concerning minimum wages and social security benefits. The payment for normal working hours and overtime will correspond to at least the statutory minimum or the minimum standards for the industry concerned, whichever is higher. Insofar as the statutory minimum wages are not adequate to cover basic living costs, the supplier undertakes to pay wages which are adequate. Non-authorized wage reductions or deductions as disciplinary

measures will not be permitted.

**2.3 Prohibition of forced labour and disciplinary measures**

The supplier will not subject any person to forced labour, harassment, corporal punishment and/or threats of violence. The use of financial penalties or any form of psychological or physical abuse, coercion or intimidation is prohibited.

**2.4 Prohibition of child labour**

The supplier will not employ anybody younger than 15 years old or anybody who has not reached the official age for completing the secondary school or all-age school respectively in case this age in the country concerned is higher than 15.

In the case of young workers the supplier will meet all statutory requirements applicable for the location, in particular concerning working hours, wages, health, safety and general working conditions. A „young worker“ is considered to be someone at least 15 years old but not yet 18.

**2.5 Prohibition of discrimination**

Within the framework of the working relationship the supplier will not subject any worker to discriminatory treatment regarding employment, wages, promotion, discipline, terminating the working relationship, retirement or other benefits or acts of the employer, neither on the basis of the skin colour, ethnic or national background, religion or philosophy of life, handicaps, gender or sexual orientation nor regarding membership in a trade union or political party, age or social background.

**2.6 Freedom of association and the right to collective bargaining**

The supplier will not prevent the company workers from joining of their own free will trade unions (or other forms of worker / collective bargaining associations) which act in conformity with the law and use peaceful means to further their ends. Should the local employment law restrict these freedoms, the supplier shall provide other opportunities for the workers for independent and voluntary meetings and for standing up for their own interests.

**2.7 Health and safety at the workplace**

The supplier will provide his workers with a safe and healthy working environment in accordance with the applicable local law and all relevant regulations within the sectors in which he is active. The supplier will use suitable processes to prevent accidents and impairment of health arising in connection with the company's business. Ortlieb encourages the supplier to determine at least one person responsible for health and safety who will oversee the observance of these requirements.

**3. ENVIRONMENT**

The supplier will observe without restriction all local laws and industry regulations. Moreover, he should strive to mitigate the ecological impact of his business operations by preventive measures and the use of environment-friendly processes and materials.

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Company name

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Signature and company stamp

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Place / Date