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Changes: legal form	

Supplier's Ethical Policy

1 Introduction

Richard Bittner GmbH is committed to ethical, socially responsible and sustainable business practices. This also includes demanding certain standards from our suppliers in order to ensure these standards are upheld throughout the entire value chain. In this way, we aim to promote the sustainability of the products we manufacture, respect human rights and maintain integrity.

This supplier ethics standard sets out the expectations we have of our business partners along the supply chain. The aim is to work together to create a fair, secure and sustainable supply chain.

2 Scope

This standard applies to all suppliers, subcontractors, service providers and their business partners who work directly or indirectly with Richard Bittner GmbH.

3 Human rights and Working conditions

Business partners undertake to comply with international human rights and labour standards. This includes the following points, among others:

- ✓ The use of child labour and forced labour is prohibited: Richard Bittner GmbH has a zero-tolerance policy towards child labour, human trafficking/modern slavery and forced labour. Business partners, regardless of their location, are expected to implement procedures that ensure compliance with the strictest laws on slavery and human trafficking. Employees must retain control of their identity documents and be able to leave their place of work at any time.
- ✓ The use of illegal labour in any form is prohibited. Business partners may only employ workers who are legally entitled to work.
- ✓ Freedom of association and collective bargaining are respected.
- ✓ Wages are fair and statutory minimum wages are observed.
- ✓ Working hours are determined in accordance with national laws.
- ✓ The workplace is designed to be safe and to ensure the health of employees. There are procedures in place to prevent accidents and injuries at work and to minimise hazards in the workplace. Employees must have access to drinking water, clean toilets, sanitary areas for food storage, and adequate medical facilities and personal protective equipment. The workplace must be adequately lit.

Created: P. Tschlatscher On: 14.11.2025	Checked: M. Christof On: 14.11.2025	Approved: K. Lingenhel On: 14.11.2025
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Business partners must ensure that all employees are treated with respect and dignity. They must ensure that employees are not subjected to any form of physical punishment and are protected from physical, sexual, psychological, financial or verbal harassment or abuse.

4 Environmental protection and sustainability

Environmental protection and sustainability play a crucial role at Richard Bittner GmbH. Our business partners are responsible for implementation along the supply chain. The following points are required as minimum standards:

- ✓ All applicable environmental protection laws and regulations are complied with.
- ✓ Emissions, waste and energy consumption are actively reduced
- ✓ Waste must be disposed of in an environmentally sound manner and in accordance with local laws.
- ✓ Environmentally friendly materials and processes are used.
- ✓ Recycling is promoted and natural resources are conserved.

5 Business ethics and integration

Richard Bittner GmbH expects its business partners to act in accordance with the law and with integrity. Only reputable companies that comply with all applicable local, national and international laws, regulations and standards and take relevant industry standards into account are eligible to become business partners of Richard Bittner GmbH.

- ✓ Corruption, bribery and kickbacks are strictly prohibited.
- ✓ Antitrust laws are observed and cartel agreements are prohibited.
- ✓ Participation in money laundering is prohibited.
- ✓ Fair competition is supported.
- ✓ Systems are in place to prevent conflicts of interest.
- ✓ Accounting is transparent and accurate.
- ✓ The confidentiality of information is respected.
- ✓ Data protection is guaranteed.

6 Data protection and confidentiality

Business partners must treat personal and business data and information as confidential and process it in accordance with applicable data protection laws. Information may only be disclosed with express consent.

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7 Product safety and product quality

Business partners must ensure that the products and services they supply

- ✓ meet the agreed quality standards. The quality standards can be agreed separately in a contract or with each order,
- ✓ comply with legal safety requirements,
- ✓ are traceable and documented.

To this end, business partners must ensure appropriate standards in all facilities that are suitable for guaranteeing product quality and integrity throughout the entire supply chain. Business partners must have systems in place to prevent the falsification of goods and services.

8 Inspections and audits

Business partners must agree that their location may be inspected by Richard Bittner GmbH or an external auditor. They undertake to cooperate and implement any necessary improvement measures.

9 Reporting channels and whistleblower protection

Business partners must provide an internal whistleblower system or enable access to such a system. Whistleblowers must not be subject to sanctions or other disadvantages. Violations of this code can be reported via the ethics hotline.

If a business partner or one of its employees believes that this policy has been violated by an employee of Richard Bittner GmbH, the business partner undertakes to report these concerns immediately via the ethics hotline.

E-Mail: doing-the-right-thing@dcc.ie

Phone: +353 12799497

10 Obligations and disclosure

By acknowledging this document, business partners undertake to comply with these supplier ethics standards. The principles contained in these standards represent minimum requirements. Richard Bittner GmbH encourages business partners to exceed these minimum requirements in order to promote best practices and continuous improvement at their sites.

Business partners undertake to communicate these standards to subcontractors and partners who work directly or indirectly for Richard Bittner GmbH and to monitor compliance.

Richard Bittner GmbH reserves the right to cancel/terminate all orders already placed with a business partner who violates these Supplier Ethics Standards.
