Guideline for Business Partners Corporate Social Responsibility (CSR) for socially responsible, ethical, and environmentally friendly conduct within the company and the supply chain

Preamble

Our global business activities are based on the principle of corporate responsibility. Responsible, social, ethical, and environmentally friendly conduct are firmly anchored in our corporate culture.

We value sustainability, transparency, respect, fairness, and integrity in our dealings with our employees and all stakeholders worldwide. Against this background, we have drawn up this guideline, which is based on internationally recognized standards of corporate governance, such as the UN Global Compact, the United Nations Sustainable Development Goals, and the labor and social standards of the International Labour Organization (ILO).

To ensure that our high standards are also upheld throughout our supply chains, we expect all companies, organizations, and individuals who offer or supply goods or services to us (hereinafter referred to as “Business Partners”) to share our commitment and comply with the provisions set out in this guideline.

1 Putting People at the Heart of our Work – Human and Labor Rights

1.1 Prohibition of physical, psychological, and sexual Violence

Our Business Partners do not tolerate any form of inhumane treatment, corporal punishment, insults, or threats, nor do they tolerate any attempts to deprive employees of their freedom of communication and movement within their organization or within their business partners' organizations. This includes any form of psychological pressure, physical, sexual, or verbal abuse, intimidation, and harassment.

1.2 Human Rights

Our Business Partners respect the personal dignity, privacy, and human rights of each and every person, support internationally recognized human rights and do not tolerate any human rights violations.

1.3 Prohibition of Child Labor, forced Labor, and Slavery

Our Business Partners do not tolerate child, forced or punitive labor, slavery, or human trafficking, either in their organizations or in the organizations of their business partners.

1.4 Equal Opportunities

Our Business Partners observe the basic principles of equal opportunity when selecting and promoting their employees. They do not discriminate against employees on the basis of age, physical or mental disability, ethnic origin, physical appearance, skin color, gender, pregnancy, sexual orientation, nationality, religion, marital or civil status, or based on any other factors.

1.5 Freedom of Association and Expression

Our Business Partners respect employees' freedom of association within the framework of the applicable rights and laws. No preference or disadvantage shall be accorded to members of workers' organizations or trade unions.

1.6 Fair Working Conditions

Our Business Partners remunerate their employees appropriately and ensure that they receive the national minimum wages stipulated by law. For each payment period, the basis for calculating employee remuneration is provided in the form of a comprehensible and transparent pay slip. They also comply with the respective country's maximum working hours stipulated by law. Deductions from wages as a disciplinary measure are not made. Any use of temporary work, the posting of workers, and the outsourcing of work are carried out in compliance with local legal provisions.

1.7 Protecting the Health and Safety of Employees

Our Business Partners ensure compliance with the applicable health and safety labor laws, rules, and regulations in force and provide safe and healthy working conditions for their employees. In addition, they support the continuous enhancement of occupational health and safety measures and systems in place and carry out workplace risk assessments. At the same time, they ensure that every employee observes all occupational health and safety regulations in their area of work.

1.8 Customer Satisfaction, Partners, Service

Our global presence ensures customer proximity. This allows us to maintain close contact with our customers, enabling us to identify future requirements and implement new products and solutions in line with the market. We are guided by the wishes, satisfaction, and trust of our customers and partners. Through highly motivated employees, excellent service strategies, the highest quality, and expert consulting and support, we aim to exceed our customers' and partners' expectations.

2 Business Ethics – Fairness and Respect

2.1 Fair Treatment of Employees and Business Partners

All cooperation is based on fair and respectful conduct. We value mutual trust and respectful communication. This applies to everyone. Employees or business partners who find themselves in difficult situations are not exploited; instead they are treated with loyalty.

2.2 Compliance with legal Regulations

Our Business Partners fulfill their social responsibility in all their corporate activities. In all business transactions and decisions, our Business Partners comply with the applicable laws and other relevant regulations of the countries in which they operate.

2.3 Fair Competition

Our Business Partners observe the principles of free and fair competition. This includes complying with all applicable antitrust regulations, rules of competition, and other laws and legal provisions in place in their country as well as all corresponding inter-national regulations. Furthermore, our Business Partners do not enter into agreements with competitors that violate antitrust law, neither do they exchange competitively sensitive information in violation of antitrust law (e.g., agreements on prices, conditions, quotas, customers, or territories), nor do they abuse dominant market positions they may hold.

2.4 Combating Corruption

Our Business Partners do not practice or tolerate any form of corruption or serious misconduct. In particular, active bestowing of benefits and bribery as well as passive acceptance of benefits and bribery are strictly prohibited. Unlawful benefits include, for example, any gifts of money, material goods, or services. This applies regardless of whether the benefits are granted to private individuals or public officials directly or through intermediaries.

2.5 Anti-money Laundering

Our Business Partners have appropriate organizational measures in place to prevent money laundering in their companies.

3 Business Ethics – Transparency

3.1 Conflict of Interests

Our Business Partners make decisions relating to business activities with other business partners purely on the basis of objective criteria. There must be no conflicts of interest with personal, business, or other activities, including those involving family members or other closely associated persons.

3.2 Identifying Concerns

Our Business Partners encourage their employees to report in confidence any concerns, complaints, or potentially unlawful activities in the workplace or in the context of business activities without threat of reprisal, intimidation, or harassment, and provide them with appropriate means to do so. Our Business Partners investigate such reports and take corrective action as and when required.

4 Reliability

4.1 Product Safety

Our Business Partners are committed to delivering their products and/or services according to the highest standards in terms of quality, customer satisfaction, and patient safety. In doing so, all statutory quality assurance requirements are consistently implemented. If, however, there are any issues, these are addressed comprehensively and as quickly as possible.

4.2 Compliance with legal Regulations

Our Business Partners fulfill their social responsibility in all their corporate activities. In all business transactions and decisions, they comply with the applicable laws and other relevant regulations of the countries in which they operate. They strictly reject any kind of illegal behavior and consistently act against any violations.

4.3 Data Protection and Confidentiality

Our Business Partners take care to comply with all applicable laws governing the protection of personal data (in particular of employees, business partners, and customers) as well as any other confidentiality requirements.

4.4 Intellectual Property

Our Business Partners and their employees protect the intellectual property of the customer and respect the intellectual property of third parties. This includes, for example, development results, drawings, patents, trademarks and other industrial property rights, copyrights, designs, commercial secrets, samples, models, and other forms of expertise. Furthermore, no products may be supplied to the customer that infringe the intellectual property rights of third parties.

5 Perfection in Quality

5.1 Quality of Products and Processes

Our Business Partners relentlessly strive to enhance the quality of their products and the processes by which they are developed in order to ensure optimal patient care.

6 Energy and Environmental Awareness

6.1 Energy Savings/Management

Our Business Partners are committed to reducing energy consumption, conserving resources, and limiting environmental impact in order to continuously improve energy performance. Where possible, our Business Partners use an energy management system in accordance with ISO 50001 and act in such a way as to support us by providing us with energy-related information in as much detail as possible.

6.2 Environmental Protection Requirements

Our Business Partners consider the legal requirements for environmental protection as a minimum standard and urge their employees and Business Partners to go beyond these minimum requirements.

6.3 Avoiding the Use of critical Substances

To protect life on land and underwater (biodiversity), we opt for environmentally friendly materials wherever possible and always in accordance with regulatory requirements. Our Business Partners support us in this through their actions.

6.4 Reducing Waste

Our Business Partners minimize their waste, promote the circular economy, and design their products in such a way as to facilitate the return of recyclable materials for recycling.

6.5 Reducing Greenhouse gas Emission

Our Business Partners are committed to effectively reducing carbon emissions resulting from our business activities.

6.6 Material Compliance

Our Business Partners ensure compliance with all relevant, applicable legislation and other regulations governing substance prohibitions and restrictions and also ensure continuous adherence to accompanying obligations. This includes proactively communicating to us on a regular basis any modifications that need to be made.

7 Supply Chain

7.1 Supply Chain

Our Business Partners are encouraged to communicate the guiding principles and standards set out in this document to their business partners through similar agreements, or to enter into equivalent agreements with them. This is intended to ensure compliance with these guiding principles and standards along the supply chain and to continuously improve the associated processes, including those of our Business Partners' subcontractors.

7.2 Import and Export Regulations

When conducting global business activities, our Business Partners ensure compliance with applicable laws and regulations governing the import and export of goods, services, and information, as well as the fight

against international terrorism. In particular, our Business Partners comply with the relevant sanctions regulations and rules.

8 Self-regulation and Monitoring

8.1 Processes and Compliance

Our Business Partners ensure that their employees are informed about and comply with the contents of these guidelines and the requirements arising from them. Richard Wolf respects the fact that compliance with and implementation of the guiding principles and standards set out in these guidelines is an ongoing process. Therefore, we ask our Business Partners to continuously review and improve their standards and processes.

8.2 Monitoring and Obligation to provide Evidence

Our Business Partners are required to document compliance with the above-mentioned guiding principles and standards using appropriate business documents. Our Business Partners will provide Richard Wolf with appropriate documentation relating to these guidelines, as agreed upon in advance.

Contact details in the event of non-compliance

If our Business Partners encounter a potential violation of the applicable regulations or of the contents of these guidelines in their work with the customer, we request that they contact us at the following address:

compliance@richard-wolf.com

8.3 Consequences of Violations

A violation of the guiding principles and standards listed here is considered a significant breach of the business relationship. Richard Wolf reserves the right to impose appropriate sanctions in such cases.

9 Confirmation

The Guidelines for Business Partners are accepted and confirmed:

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Place, date,name, legally binding signature, company stamp