 a.i.m. all in metal GmbH	Minimum requirements for a.i.m. GmbH's suppliers	Document	Page
		DI Fehler!	1 of 7
Supplier Responsibility		Rev. status	Rev. date

Contents

Introduction

1. Ethical principles

- 1.1 Employees
- 1.2 Managers
- 1.3 Business partners
- 1.4 Radical groups / religions

2. Environment / energy / sustainability

- 2.1 Energy consumption / greenhouse gas emissions
- 2.2 Water quality / water use / wastewater generation
- 2.3 Resource management / waste prevention
- 2.4 Continuous improvement
- 2.5 Legal conformity / compliance
- 2.6 Hazardous substances / chemicals management
- 2.7 Waste disposal

3. Emergency planning and fire protection

- 3.1 Emergency planning
- 3.2 Fire protection equipment
- 3.3 Emergency routes and exits
- 3.4 Evacuation alarm and evacuation drill

4. Occupational safety and health protection

- 4.1 Alcohol and drug-free workplace
- 4.2 Health and safety training
- 4.3 Workplace risk analysis
- 4.4 Machines and other equipment
- 4.5 Safety information
- 4.6 Working conditions and ergonomics

5. Child labour and underage workers

- 5.1 Prevention of child labour
- 5.2 Protection of underage workers

6. Discrimination

7. Anti-corruption


- 7.1 Requesting and accepting benefits
- 7.2 Offering and granting benefits to business partners and public officials

8. Data protection

- 8.1 Handling of information and other assets
- 8.2 Information protection

9. Severability Clause

Prepared: Küttner, Ralf	Approved by: Kramer, Phil	Doc-ID: Fehler! Unbekannter Name für Dokument-Eigenschaft.
Date:	Date:	
Path: Fehler! Unbekannter Name für Dokument-Eigenschaft.		

 a.i.m. all in metal GmbH	Minimum requirements for a.i.m. GmbH's suppliers	Document	Page
		DI Fehler!	2 of 7
	Supplier Responsibility	Rev. status	Rev. date

(In the following, employee is used as a neutral term equally for women and for men)

Introduction

a.i.m. GmbH recognises that our business activities have an impact on social and environmental issues, in particular on people's working conditions and on the local and global environment. The a.i.m. GmbH Supplier Responsibility sets out the standards that apply to the ethical behaviour of our suppliers. With this we want to ensure mutual respect, honesty and fairness in our dealings with our business partners. This Supplier Responsibility applies to all business activities at all of the supplier's locations. It takes into account the diverse cultures and values of the employees and is a commitment to the social responsibility of the company.

The a.i.m. GmbH Supplier Responsibility is binding for all suppliers

(service suppliers included)

1. Ethical principles

The ethical principles are part of the supplier's business understanding. They contain rules for appearance and professional behaviour that go beyond legal / official regulations and standards of everyday business life.

1.1. Employees

The supplier's employees comply with the applicable laws. They are guided in their actions by honesty and integrity and use their judgement wisely. Each employee is a representative of the supplier and significantly shapes the supplier's reputation through their demeanor, behaviour and actions. Therefore, employees should observe and respect the cultural differences of every other employee and should take into account those differences in all matters of their operational tasks.

1.2. Managers

Each manager has a role model function. Each manager should fulfil organisational and supervisory duties. When carrying out these tasks, all managerial employees or employees entrusted with personnel management tasks have the special responsibility of ensuring that the Supplier Responsibility of a.i.m. GmbH is adhered to.

1.3. Business partners

The supplier conducts its business in the national / international markets according to the highest ethical principles and complies with the competition laws applicable there. This includes, above all, the observance of prohibitions under competition law, such as the prohibition of price fixing, as well as refraining from making other agreements and conduct that could negatively affect competition. Convinced that the interests of the business partners are best protected by fair competition, the supplier does not obtain any unfair advantage over customers, suppliers or competitors.


1.4. Radical groups / religions

a.i.m. GmbH's supplier clearly distances itself from radical groups and radical religions. The company a.i.m. GmbH expects its suppliers to act appropriately with regard to such matters.

2. Environment / energy / sustainability

Environmental protection and the careful use of natural resources have a high priority for the supplier. Through the appropriate leadership from management and employee commitment, the supplier designs its business environmentally friendly and continuously works to improve eco-efficiency. The supplier's managers and employees ensure compliance with the law and the supplier's own high standards. Environmentally friendly design, technical safety and health protection are fixed targets throughout the entire product / service development process. Each employee has to contribute to the achievement of these goals in a sustainable way through his or her behaviour.

Prepared: Küttner, Ralf	Approved by: Kramer, Phil	Doc-ID: Fehler! Unbekannter Name für Dokument-Eigenschaft.
Date:	Date:	
Path: Fehler! Unbekannter Name für Dokument-Eigenschaft.		

 a.i.m. all in metal GmbH	Minimum requirements for a.i.m. GmbH's suppliers	Document	Page
		DI Fehler!	3 of 7
	Supplier Responsibility	Rev. status	Rev. date

2.1. Energy consumption / greenhouse gas emissions

The respective laws and regulations regarding emissions that are applicable to the supplier are fully complied with. The supplier therefore ensures the protection of humans, animals and plants, the soil, water, the atmosphere as well as cultural and other objects against harmful effects to the environment and prevents such from arising. Taking into account energy-relevant aspects, the supplier must demonstrate a continuous reduction / improvement of overall energy consumption. Proof of this is usually provided through certification in accordance with DIN EN ISO 50001 or comparable (always the currently valid revision).

2.2. Water quality / water use / wastewater generation

Waste water generated at the supplier's company locations is transferred to approved external water treatment plants; this has been approved by the respective local authority. Wastewater disposal is carried out without any detriment to the public good taking into account all the relevant legal and regulatory requirements. The supplier will document key performance indicators regarding water quality and water use, evidence of continuous improvement / reduction must be provided as well.

2.3. Resource management / waste prevention

The careful and conscious use of resources is a fundamental principle which the supplier pursues and constantly confirms by means of target definitions and thus puts into practice. In accordance with legal and official regulations, a waste representative must be appointed within the company (if applicable). The implemented waste management / resource management system is monitored with corresponding key performance indicators. The respective evidence of disposal is to be submitted to the customer after due notice (at least 5 working days).

2.4. Continuous improvement

Environmental / energy aspects, which are defined by the supplier and regularly adjusted to accord with the local and regional conditions, are subject to constant evaluation by internal and external parties. Practical plans to reduce the impact on the environment are documented and periodically verified. The plans include "SMARTe" objectives, responsibilities, concrete actions and timeframes.

2.5. Legal conformity / compliance

By maintaining a functioning legal register, the supplier can ensure that the applicable environmental / energy laws and regulations are complied with in the long term. Measures required by the authorities are documented and implemented within the specified timeframe. Furthermore, the supplier carries out compliance audits at least once a year to ensure legal certainty within the company.

2.6. Hazardous substances / chemicals management


Hazardous substances used by the supplier are stored, handled and transported in such a way that there is no danger of emissions into the air, soil or water, or danger of explosion, therefore ensuring protection of health for its employees. The relevant safety instructions are stored in storage areas and at the workplaces concerned. Risk assessments and instructions for employees are also included there. A chemical management system must be established according to the international approach and operated according to national and international specifications (if applicable). At the request of the customer, corresponding evidence must be provided.

2.7. Disposal

The supplier is constantly endeavouring to avoid or decimate waste within the meaning of the German Waste Management Act (*KrWG*) (taking into account German federal state- and country-specific legislation). Waste disposal is managed by externally commissioned, officially approved service providers. These are checked and monitored by the supplier for conformity at regular intervals (disposal audits).

3. Emergency planning and fire protection

Prepared: Küttner, Ralf	Approved by: Kramer, Phil	Doc-ID: Fehler! Unbekannter Name für Dokument-Eigenschaft.
Date:	Date:	
Path: Fehler! Unbekannter Name für Dokument-Eigenschaft.		

 a.i.m. all in metal GmbH	Minimum requirements for a.i.m. GmbH's suppliers	Document	Page
		DI Fehler!	4 of 7
	Supplier Responsibility	Rev. status	Rev. date

Active emergency planning and the associated fire protection is fundamentally anchored in the supplier's company and is a component of the company's internal topics.

3.1. Emergency planning

Operational emergency plans have been developed and implemented. Supplier emergency plans are based on identified risks and routines have been put into place to respond to these situations. The supplier's emergency planning takes into account potential risks and emergency scenarios (including fire, environmental risks, chemical accidents, terror, cyberattacks), evacuation routines and defined areas of responsibility during an emergency situation.

3.2. Fire protection equipment

Adequate fire protection equipment to fight fires is available at the supplier's company. Firefighting equipment is easily accessible, visible from a distance, serviced and not locked up. The equipment is checked internally or by an approved service provider in accordance with the applicable regulatory and legal requirements.

3.3. Emergency routes and exits

All emergency exits and escape routes of the supplier are marked with illuminated or self-illuminating escape route signs and are visible from the main access routes.

According to local legislation, emergency exit doors always open outwards. This ensures the safe evacuation of all employees in an emergency situation.

3.4. Evacuation alarm and evacuation drill

The supplier's independently and continuously functioning evacuation alarm system notifies all employees of emergency situations in order to initiate the evacuation process. The supplier conducts evacuation drills at regular intervals in order to achieve continuous improvement.

4. Occupational safety and health protection

The safety and health of employees in the workplace is an extremely important matter for the supplier. Therefore, based on the respective national legislation, all international and site-specific health and safety regulations as well as the respective national working time laws are complied with.

4.1. Alcohol and drug-free workplace

In order to live up to the responsibility towards employees and business partners for a healthy and productive working environment, the use of legally prohibited substances is prohibited in the supplier's company. The same applies to drugs (legally prohibited substances) and alcohol. In addition, employees must not be under the influence of these agents in the workplace.

4.2. Health and safety training

The supplier's employees are given the necessary safety instructions in an appropriate manner before starting work with any machinery, equipment and before carrying out potentially hazardous work. The instructions are repeated according to legal requirements or in case of changes at the workplace. Workplace briefings include all relevant safety information for the normal course of the day / work.

4.3. Workplace risk analysis


The supplier carries out risk analyses at workplaces on regular intervals. With the help of competent internal, or external personnel, risk hazards in the workplace can be reduced to a minimum.

4.4. Machines and other equipment

Machines and other equipment of the supplier are to be used safely and are equipped with the necessary safety devices to prevent accidents. Machines and equipment such as forklift trucks, lifts, automatic gates/doors, cranes/lifts are inspected at regular intervals by certified technical inspection bodies in accordance with the legal requirements.

4.5. Safety information

Prepared: Küttner, Ralf	Approved by: Kramer, Phil	Doc-ID: Fehler! Unbekannter Name für Dokument-Eigenschaft.
Date:	Date:	
Path: Fehler! Unbekannter Name für Dokument-Eigenschaft.		

 a.i.m. all in metal GmbH	Minimum requirements for a.i.m. GmbH's suppliers	Document	Page
		DI Fehler!	5 of 7
	Supplier Responsibility	Rev. status	Rev. date

The safety information and warnings located within the company are clearly displayed in the danger areas. The safety information describes the risks / hazards and how the employee must deal with them in a way that the employee can understand.

4.6. Working conditions and ergonomics

Good working conditions and ergonomics are another integral part of the supplier's principles. The monitoring of working conditions and ergonomic circumstances includes, among others, noise, temperature, lighting, air quality and the posture of the employee. The monitoring is ensured within the framework of firmly implemented internal and external audits.

5. Child labour and underage workers

In accordance with the German Young Persons Employment Act (*JArbSchG*), the commercial employment of children is generally prohibited in the supplier's company. This also applies to juveniles who are still subject to full-time compulsory education. A child within the meaning of the law is anyone who has not yet reached the age of 15; a juvenile is anyone who has reached the age of 15 but has not yet reached the age of 18.

The legal and official requirements of the United Nations regarding child labour and the employment of underage workers must be ensured and implemented by the supplier, irrespective of regional or cultural circumstances. Any breach of these requirements can lead to the extraordinary termination of an agreement (a.i.m. GmbH / supplier), regardless of which legal or official regulation prevails at the respective location of the Supplier. This requirement is binding for suppliers and their sub-suppliers.

5.1. Prevention of child labour

Any kind of child labour in the supplier's company, as well with its sub-suppliers, is not permitted or will be tolerated. National and international regulations and laws are strictly observed and monitored by competent internal or external parties.

5.2. Protection of underage workers

Juvenile workers will not be employed for more than eight hours a day and not more than 40 hours a week at the supplier's company. The basic requirements of the German Federal Ministry of Labour and Social Affairs are fully complied with and this can be demonstrated by the supplier at all locations.


6. Discrimination

The supplier respects human rights and promotes observance on an ongoing basis and across all sites. The supplier acknowledges that human rights based on accepted international laws and practices, including the United Nations Declaration of Human Rights, are considered fundamental and universal in the company. Differences between employees are therefore valued and respected. Discrimination, harassment or intimidation of any kind based on race, gender, skin colour, religion, nationality, age, marital status, sexual orientation, ancestry, social status or physical disability is prohibited because it contradicts the goal of the respectful and fair treatment of all employees. In particular, any kind of mental and physical violence is strongly condemned. The supplier's employees are therefore not permitted to use the supplier's electronic systems to transmit or receive images or texts that constitute harassment as defined above. If employees of the supplier believe they are being subjected to discrimination or harassment, or observe or become aware of such conduct, they are required to report it to their manager and a representative of the human resources department. The supplier will investigate all incidents of harassment or discrimination and take the appropriate action within the framework of international legal provisions.

7. Anti-corruption

The supplier is committed to conducting its business honestly, fairly, free from corruption or bribery, and responsibly. The supplier is aware that acts of bribery or corruption have a negative impact on the company's image, products and sustainability. Therefore, a breach of these principles is considered a serious matter and will result in the most serious disciplinary action permitted under the rules and regulations in force in the country concerned. If the supplier's principles conflict with local laws, local laws regarding this provision will prevail.

Prepared: Küttner, Ralf	Approved by: Kramer, Phil	Doc-ID: Fehler! Unbekannter Name für Dokument-Eigenschaft.
Date:	Date:	
Path: Fehler! Unbekannter Name für Dokument-Eigenschaft.		

 a.i.m. all in metal GmbH	Minimum requirements for a.i.m. GmbH's suppliers	Document	Page
		DI Fehler!	6 of 7
	Supplier Responsibility	Rev. status	Rev. date

7.1. Requesting and accepting benefits

All supplier decisions are made free of any personal interests based on the company's objectives. Company decisions serve exclusively to enhance customer benefit and achieve sustainable corporate success. In order to maintain independence, employees may not solicit gifts, other gratuities, personal services or favours from business partners. The supplier's employees are prohibited from accepting benefits from business partners that impair an objective and fair decision. In the event of rejection, the respective business partner will be informed of a.i.m. GmbH's Supplier Responsibility. The supplier's management must be informed in the event of exceptions in justified individual cases (e.g. if in an international setting the rejection of a gift would be considered impolite and the acceptance would not entail a conflict of interest).

7.2. Offering and granting benefits to business partners and public officials

No employee of the supplier may offer, promise or grant, directly or indirectly, unjustified advantages to public officials or business partners, or authorise such advantages. Every offer, every promise, every gratuity and every gift must comply with the applicable laws. Offers, promises, gratuities and gifts must not be made if they can be understood as an attempt to bribe a business partner or public official in order to gain business advantages for the supplier.

8. Data protection

The supplier will treat all personal information about employees, customers, business partners and sub-supplier carefully, confidentially and in compliance with all applicable data protection laws. This protection of information is extremely important in maintaining mutual trust. Information to investigating authorities will only be provided by the heads of the responsible central functions as well as the responsible persons of the specialist functions at the respective location of the supplier provided there is a legal obligation to do so.

8.1. Handling of information and other assets

The supplier undertakes to handle the company property of a.i.m. GmbH (e.g. furniture, equipment, company vehicles, tools, or other property) responsibly, to treat it with care and to protect it against loss, damage, misuse, theft, embezzlement or destruction. This clause also applies to intellectual property such as trademarks, patents, copyrights and know-how. This includes business and corporate plans, technical knowledge, databases, product samples, designs, business papers and reports. Employees of the supplier who have access to strictly confidential information about a.i.m. GmbH or about a company which has a business relationship with a.i.m. GmbH will exercise particular care in handling business documents and information within the scope of their duty of confidentiality. This concerns the handling of plans and reports as well as information: about new products or processes, mergers, acquisitions or sales, negotiations, contracts, business relationships, litigation, business development or financial ratios.


8.2. Information protection

The supplier will protect confidential a.i.m. GmbH company information that is only intended for a restricted group of persons from access by unauthorised persons. Each employee of the supplier is obliged to inform its manager about security flaws.

9. Severability clause

Should any provision of this agreement be invalid in whole or in part or contain a loophole, this does not affect the validity of the remaining provisions. The invalid provision or the lacuna to be filled is to be replaced by an appropriate provision, which, as far as legally possible, reflects what the parties intended or the meaning and purpose of the agreement intended by the parties if they had thought of this point when concluding the agreement.

Prepared: Küttner, Ralf	Approved by: Kramer, Phil	Doc-ID: Fehler! Unbekannter Name für Dokument-Eigenschaft.
Date:	Date:	
Path: Fehler! Unbekannter Name für Dokument-Eigenschaft.		

 a.i.m. all in metal GmbH	Minimum requirements for a.i.m. GmbH's suppliers	Document	Page
		DI Fehler!	7 of 7
	Supplier Responsibility	Rev. status	Rev. date

Place / date	Signature / company stamp
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The German a.i.m. GmbH version is authoritative. The supplier is fully responsible for any translations of this documented information. The German version stipulated by a.i.m. GmbH is binding, irrespective of translations or self-interpretations.

With the signature, the supplier assures compliance with and approval of this documented information. The company a.i.m. GmbH can check the conformity within the scope of 2nd party audits, irrespective of the occasion, after due announcement. An audit is generally carried out by qualified and competent external or internal personnel on behalf of a.i.m. GmbH.

Prepared: Küttner, Ralf	Approved by: Kramer, Phil	Doc-ID: Fehler! Unbekannter Name für Dokument-Eigenschaft.
Date:	Date:	
Path: Fehler! Unbekannter Name für Dokument-Eigenschaft.		