

Code of Conduct for suppliers

This Code of Conduct defines the principles and requirements of the microfab Service GmbH for its suppliers of goods and services with regard to their responsibility for people and the environment. The microfab Service GmbH expects from its suppliers:

Legal compliance

- to comply with the laws of the applicable legal systems.

Prohibition of corruption and bribery

- not to tolerate or engage in any form of corruption or bribery, including any illegal payment offers or similar contributions to authorities or employees of the of the microfab Service GmbH, in order to influence decision-making.

Fair competition, anti-trust laws and

intellectual property rights

- to act in accordance with national and international competition laws and not to participate in price fixing, market or customer allocation, market sharing or bid rigging with competitors;
- to respect the intellectual property rights of others.

Conflicts of interest

- to avoid all conflicts of interest that may adversely influence business relationships.

Employee health, safety and employment rights

- to take responsibility for the health and safety of its employees;
- to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
- to provide training and ensure that employees are educated in health and safety issues;
- to set up or use a reasonable occupational health & safety management system
- to promote equal opportunities for and treatment of its employees irrespective of skin colour, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
- to respect the personal dignity, privacy and rights of each individual;
- not to permit forced labour
- to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination
- to comply with the maximum number of working hours laid down in the applicable laws
- compliance with working time regulations
- to recognize, as far as legally possible, the right of free association of employees and to neither favour nor discriminate against members of employee organizations or trade unions.
- compliance with ILO Convention 79, 138, 142, 182 concerning child labour in the company.

Ethics – Moral Behaviour

- to be committed to fair, ethical and transparent business practices.

Conflict Minerals

- to take reasonable efforts to avoid in its products the use of raw materials which directly or indirectly finance armed groups who violate human rights.

Environmental protection

- to act in accordance with the applicable statutory and international standards regarding environmental protection;
- to minimize environmental pollution and make continuous improvements in environmental protection;
- to set up or use a reasonable environmental management system.

Supply chain

- to promote compliance with the contents of this Code of Conduct by its own suppliers in the best possible way;
- to comply with the principles of non-discrimination with regard to supplier selection and treatment.

Dodd-Frank Act / Conflict Minerals

The microfab Service GmbH expects its suppliers to be able to declare to the best of their knowledge and belief that they have no reason to assume that the products contain conflict materials from the DR Congo or the neighboring states named in the Dodd Frank Act. In the event that a supplier cannot make such a declaration, he undertakes to inform us immediately in writing and to send us the completed document available for download in the following link upon request

<http://www.responsiblemineralsinitiative.org/conflict-minerals-reporting-template/>

Legal consequences

If a supplier or business partner of the microfab Service GmbH does not adhere to the basic principles laid down in this Code of Conduct, we are entitled to terminate the business relationship to this supplier or business partner by extraordinary termination. It is at the discretion of the microfab Service GmbH to waive such consequences and to take alternative measures instead, if the supplier or business partner can credibly assure and prove that he has immediately initiated countermeasures to avoid future infringements.