



Code of Conduct

This Code of Conduct defines the principles and requirements of MELECS to be observed by its Suppliers of goods and services in respect of their responsibility for individuals and the environment. MELECS reserves the right to change the requirements of this Code of Conduct in the case of moderate changes of the MELECS Compliance Program. In such case, MELECS expects its Suppliers to accept these moderate changes.

The Supplier herewith declares:

Compliance with laws

- to comply with the laws of the respective jurisdiction(s).

Prohibition of corruption and bribery

- to not tolerate or engage in any form of corruption or bribery, including any unlawful payment offers or similar gifts to government officials to influence the decision-making process.

Respect for fundamental rights of staff members

- to promote equal opportunities and equality of its staff irrespective of their colour, race, nationality, social origin, disability, sexual orientation, political or religious conviction and sex or age;
- to respect the personal dignity, privacy and personal rights of each employee;
- to not employ or force anybody to work against his will;
- to not tolerate unacceptable treatment of workers, such as psychological pressure, sexual and personal harassment or discrimination;
- to not tolerate any behaviour (including gestures, language and physical contacts) that is sexually harassing, coercive, threatening, abusive or exploitative;
- to provide for adequate remuneration and to guarantee the statutory national minimum wage;
- to comply with the statutory maximum working time of the respective state;
- to acknowledge, as far as the law permits, the freedom of association of employees and to neither prefer nor discriminate members of employee organisations or trade unions.

Prohibition of child labour

- to not employ workers who have not attained the minimum age of 15 years. In countries falling under the exception for developing countries under the ILO Convention 138, the minimum age may be reduced to 14 years.



Health and safety of staff

- to assume responsibility for the health and safety of its employees;
- to reduce risks and to provide for best possible precautionary measures against accidents and occupational diseases;
- to offer training and ensure that all staff members are well informed about industrial safety issues;
- to set up or apply an industrial safety management or equivalent scheme.

Environmental protection

- to observe and comply with environmental legislation and international standards;
- to minimise environmental pressures and to continuously improve environmental protection;
- to set up and apply an environmental management scheme pursuant to ISO 14001 or an equivalent scheme.

Supply chain

- to promote compliance with the contents of the Code of Conduct by its Suppliers;
- to observe the principles of non-discrimination when selecting and dealing with Suppliers.

I as authorized representative of the organization
certify that we have received, read and understood the Code of Conduct to full extent and accept the stated obligations. I agree that these obligations are binding for the relationship and resulting activities with the MELECS Group.

Supplier:

.....
(Place) (Date)

(Signature)

(Printed name)

(Job title)