

# CODE OF CONDUCT

## FOR SUPPLIERS



# PREAMBLE

As an independent family business, WIKUS will expand its global market position. With high-quality and innovative products for sawing and cutting technology, integrated into a customer- and profit-oriented sales, production and service structure, WIKUS will become the global technology leader with quality and reliability.

For WIKUS, ecological and socially responsible corporate governance is of great importance. We expect the same behavior from our suppliers. We also expect ecological, social and ethical behavior from our employees. We strive to continuously optimize our business activities and our products in the long term and ask our suppliers to contribute to this implementation in a holistic approach.

This Code of Conduct applies to all WIKUS suppliers and is the basis for all future deliveries and services.

Legal and ethical standards must be fully complied with when conducting business and making decisions that have a direct impact on WIKUS. It is mandatory for WIKUS that this Code of Conduct is binding in the context of all applicable laws and its contractual obligations. We also expect our suppliers to comply with the minimum standards. WIKUS asks its suppliers to pass this on to their upstream suppliers and to ensure its implementation.

# HUMAN AND EMPLOYEE RIGHTS

It is important to WIKUS that the personal rights and dignity of every employee are respected. We expect the same from our suppliers. They should ensure that their activities and business relationships do not contribute to human rights violations. We expect measures to be taken to ensure that the activities they carry out do not lead to human rights violations.

## **We expect our suppliers to:**

- Child labour in any form is prohibited and refrained from.
- Prohibited forced labour and human trafficking in any way. All work must be voluntary and employees must be able to terminate work or employment at any time.
- Equal treatment and equal opportunities are promoted. We expect that any discrimination based on age, sexual orientation, nationality, skin color, gender, political opinion, creed, disability, ideology, ancestry, and skin color will be prohibited.
- no unacceptable treatment of employees in terms of corporal punishment, mental cruelty, sexual harassment and insult is tolerated.
- the rights of employees are respected. That applicable rules, regulations and laws are fully complied with. This includes the possibility of establishing or using or joining a works council, collective bargaining agreements or other employee representatives.
- Regulations and their care for the observance of working hours are complied with. That wages and salaries are paid on the basis of applicable national regulations. If there are no statutory minimum wages, we expect a salary that corresponds to the local industry standard.

# HEALTH AND SAFETY AT WORK

The supplier must ensure a healthy and safe working environment. It is necessary to establish an appropriate occupational safety system in order to prevent accidents and damage to the health of employees. In addition, employees should be regularly informed and instructed about the applicable safety standards and health protection measures.

## **We expect our suppliers to:**

- all rules, regulations and laws regarding occupational safety are complied with. All employees should be provided with a workplace that meets or exceeds industry standards in terms of occupational health and safety.
- an appropriate health and safety procedure is established by the supplier and this is ensured and monitored in accordance with the latest laws and regulations.
- during your stay at WIKUS, all safety procedures and regulations are understood and complied with. (Signing of the safety brochure at the reception on the day of the visit to WIKUS)
- Products are continuously monitored for environmental friendliness and potential risks to safety and health.
- that occupational health and safety are focused on and structures and systems are put in place to monitor them.
- an emergency plan is set up to avoid or minimize the effects of emergencies.

# ENVIRONMENTAL ASPECTS

In order to minimize the impact on the environment, we expect our suppliers to act responsibly and conserve resources. We expect our suppliers to comply with all applicable regulations, laws and rules for the protection of the environment.

- Avoiding risks to the environment and people and minimizing their impact in order to conserve resources.
- Compliance with and harmonization of all applicable legal specifications and environmental standards for all processes, operating sites and equipment of our suppliers.
- Labeling of hazardous waste. Proper storage and disposal of hazardous substances and proper documentation of hazardous waste.
- Establishment of an environmental management system so that all processes and the impact of business activities on the environment can be tracked.

# RESPONSIBLE BUSINESS CONDUCT

## Ethical behaviour

WIKUS expects its suppliers to deal fairly with customers, employees, their suppliers and other third parties and not to engage in any unfair business activities that result in an advantage through manipulation and legally relevant facts. Our suppliers are expected to always provide comprehensive, fair, accurate, complete and understandable information for reports and other public communications required by law.

## Conflicts

Avoidance of conflicts of interest. Disclosure of personal or professional relationships that could be expected to be associated with a conflict of interest. WIKUS also expects the suppliers to use the trade and business secrets only for the fulfillment of the existing agreement with WIKUS and in no case to use them for personal purposes.

## Compliance with laws to prevent corruption

WIKUS expects suppliers to comply with all rules and laws regarding corruption. Our suppliers should not engage in corruption in any way, either directly or through a third party.

## Protection against antitrust agreements

For WIKUS, dealing with antitrust and competition law is of great importance. We pay attention to fair competition. We want our suppliers to comply with applicable laws, in particular antitrust laws.

## Data protection and intellectual property

WIKUS expects its suppliers to comply with all laws and regulations regarding data protection and security. It is assumed that when storing, collecting, transferring and processing data of WIKUS employees, suppliers will treat it with great care and confidentiality. By disclosing trade and trade secrets that are disclosed in the course of a business relationship, suppliers are intended to protect WIKUS' intellectual property (trademarks, patents, trade and trade secrets).

## DOCUMENTS AND REVIEW

- We ask the supplier to confirm that this Code of Conduct has been understood and observed and is also complied with by the supplier.
- This Code will become a contractual part of our business relationship after the Supplier has become aware of it.
- Within an audit, the supplier has the obligation to cooperate with WIKUS within a reasonable period of time. WIKUS reserves the right to amend, amend or withdraw this Code at any time in its sole discretion.
- Should the Supplier violate this Code, WIKUS reserves the right, depending on the severity of the violation, to terminate the existing agreement with the Supplier.

We confirm that we have read the WIKUS Code of Conduct and that it applies to the business relationship between our companies.

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Location, date

Signature & stamp Recipient

**WIKUS-Sägenfabrik**  
**Wilhelm H. Kullmann GmbH & Co. KG**

Melsunger Str. 30  
34286 Spangenberg, Germany

☎ +49 5663 500-0  
✉ [info@wikus.com](mailto:info@wikus.com)  
🌐 [www.wikus.com](http://www.wikus.com)

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