

## INTRODUCTION Home Power Solutions AG

Home Power Solutions AG has adopted the principles for responsible business conduct as described in the Home Power Solutions AG Code of Ethics and Conduct. We encourage our Suppliers to adhere to similar ethical standards in their operations - we consider this as an important criterion when establishing or continuing our business relations.

The **Home Power Solutions AG Supplier Code** – Mandatory Corporate Responsibility Requirements for Home Power Solutions AG Suppliers - defines the conduct we expect from our Suppliers in order to protect human rights as well as respect and promote safe and fair working conditions, the responsible management of environmental issues and high ethical standards along the supply chain. Suppliers are responsible for ensuring that their employees, relevant subsidiaries and subcontractors are informed about and comply with the Home Power Solutions AG Supplier Code requirements.

The Supplier Code shall be applied in all Supplier relations where Home Power Solutions AG purchasing is involved, purchasing products or services from Suppliers in any country, and is recommended to be used in all sourcing activities within the Home Power Solutions AG whereat an annual turnover over 25.000€ is achieved.

## HOME POWER SOLUTIONS AG AND SUPPLIER RELATIONSHIP – GENERAL RESPONSIBILITIES

Home Power Solutions AG strives to ensure a stable base of competitive and responsible Suppliers. Our aim is to be a reliable partner to Suppliers and Contractors, focusing on long-term, good business relations and healthy cooperation. Home Power Solutions AG strives to ensure that international human rights and dignity of all employees, as outlined by the UN declaration and core ILO conventions, are respected along its supply chain.

### 1. Contacts with Home Power Solutions AG employees

- In our operations worldwide, we do not pay or receive bribes or other illegal payments to obtain or retain business.
- Business decisions and actions shall be based on the best interest of the company, our customers and shareholders. Therefore, decisions may not be motivated by personal relationships or interests, and these shall not affect our independent and sound judgement.
- We acknowledge the extensive purchasing power Home Power Solutions AG has, and its possible effects on our business relations. We select Suppliers purely on the basis of merit principle and make clear that we expect Suppliers to compete fairly and actively for our business:
  - The selection and evaluation of Suppliers is based on predetermined criteria such as quality, price, functionality, availability, delivery, reliability, service and corporate responsibility requirements, which include social and environmental aspects.
  - Adherence to the Supplier Code shall be an integral part of legal contracts and agreements with the Suppliers.
- Home Power Solutions AG strives to minimize the acceptance of business gifts in the business relations. Business gifts or hospitality shall be offered or accepted only in accordance with local legislation and business practices:
  - Hospitality (e.g. social events, meals or entertainment) may be offered or accepted with clear business purpose and within reasonable cost limits.
  - Travel expenses for Home Power Solutions AG employees or representatives shall be paid by Home Power Solutions.

- Hospitality, expenses or gifts shall not be offered or received in situations of contract negotiation, bidding or award (except simple business meals which may be offered or accepted).

Home Power Solutions AG expects its Suppliers to adapt their business conduct in their contacts with Home Power Solutions AG employees according to the principles and practices stated above.

## 2. Supplier's business and Supplier's employee relations

As a minimum, Suppliers shall comply with the applicable laws and regulations in all locations where the Supplier conducts its business.

Furthermore, the Supplier shall comply with the following requirements related to labor rights and working conditions:

- The use of child labor, bonded workers or forced labor is not accepted.
- Employees shall be treated fairly and equally. Employees shall not be discriminated against or harassed due to age, race, gender, religion, handicap, nationality, sexual orientation, marital or parental status or political opinion.
- The employee's right to choose whether or not to be represented by a trade union for the purpose of collective bargaining shall be respected.
- Employees should know the basic terms and conditions of their employment. Legislated minimum wages shall be a minimum rather than a recommended level.
- Suppliers shall provide a safe and healthy workplace by ensuring safety in work processes, by preventing and reacting to conditions of ill-health and by supporting measures to promote health and well-being. Appropriate health and safety information, training and equipment shall be provided to employees, and health and safety performance shall be measured with relevant KPI's. Suppliers shall also comply with any additional safety requirements agreed in the contract documents.

## CONFIDENTIAL INFORMATION

Suppliers shall exercise special care to prevent loss, theft, unauthorized disclosure or inappropriate use of Home Power Solutions AG collected personal data or confidential information. Suppliers are expected to process such data fairly and in compliance with applicable national legislation in all operations including when processed outside of the country where collected or received. Home Power Solutions AG is committed to protect Supplier's equivalent information and data correspondingly.

## THE ENVIRONMENT

Home Power Solutions AG is committed to conducting our business in an environmentally sustainable way. Together with our Suppliers and Customers, we aim to reduce our environmental impact and carbon footprint, thereby fighting the climate change.

Home Power Solutions AG Suppliers shall take a precautionary approach to environmental challenges and undertake initiatives to promote greater environmental responsibility, improved energy-efficiency as well as advance the development and diffusion of environmentally friendly technologies and best practices. Suppliers shall:

- As a minimum standard, comply with all applicable environmental laws and regulations and identify the environmental impact of their operations.



- Strive for the efficient use of raw materials, energy and water; utilize recycling, re-use or refurbishing of products and materials whenever feasible.
- Minimize harmful emissions and waste, and ensure that produced waste is recycled and disposed of in a sustainable way according to best practice.
- Whenever feasible, minimize environmentally unfriendly technologies and processes.

## **SUPPLIER'S MANAGEMENT SYSTEMS**

Suppliers are encouraged to establish a solid management system to meet Home Power Solutions AG Corporate Responsibility Requirements and to describe and verify the system as part of the Supplier assessment process. It is the Supplier's responsibility to implement solutions to any relevant concerns that may arise as a result of its operations.

## **COMPLIANCE**

Home Power Solutions AG expects Suppliers to comply with this Supplier Code, which may request higher standards than required by national laws. During the term of the agreement, it is the responsibility of the Supplier to ensure that its employees, relevant subsidiaries and subcontractors are informed about and comply with the Supplier Code requirements. Any obstacles in meeting these requirements are to be reported to Home Power Solutions AG immediately.

Actions inconsistent with the Supplier Code must be promptly corrected and are subject to sanctions up to a termination of the agreement and other liabilities as specified by the agreement terms.

The Supplier must provide information and allow Home Power Solutions AG or its representatives access to its relevant premises in order to verify that the Supplier, its subsidiaries and subcontractors comply with the Supplier Code.

The Supplier commits to providing the necessary information of its compliance, management systems and environmental performance, including relevant documentation, to Home Power Solutions AG at least annually for its reporting purposes.

Home Power Solutions AG and Suppliers shall regularly evaluate compliance and the content of this Supplier Code, actively seeking ways for further improvement.



## HPS Business Partner Principles

The HPS Business Partner Principles (BPP) is a mandatory document which needs to be accepted by all Business Partners supplying goods or services to HPS Home Power Solutions AG.

Please document your acceptance and intent to comply by forwarding this official document to your main Purchasing Contact Person at HPS, signed by an authorized representative of your company.

Written acceptance of HPS Business Partner Principles via this form is a prerequisite for HPS suppliers to be awarded new business.

### Company Details

(If this confirmation applies to several plants of the supplier's company, these plants must be listed in this form with company name, full address and HPS Supplier ID).

Company Name	Address	HPS Supplier ID

### Acknowledgement and Acceptance

We accept and apply the HPS Business Partner Principles.

We confirm to have and apply our own equivalent code of conduct which is meeting or exceeding the minimum requirements and core principles of the HPS BPP.

Please attach all relevant documents for review. HPS reserves the right to decide on recognition of equivalence.

Name:

Position:

Place / Date:

Signature and Company Stamp: