



Technology with Vision

# CODE OF CONDUCT FOR SUPPLIERS AND SERVICE PROVIDERS



## PREFACE

Our company's reputation has grown constantly over the last 100 years. Our customers, suppliers, service providers and business partners place their trust in us based on many years of reliable partnership and the solidity of an independent family enterprise, which develops dynamically and continuously improves.

We are therefore responsible for ensuring that our products and services are produced within a supply chain that complies with international standards. Therefore we have summarized our expectations to our suppliers and service providers (HELLA partners) with respect to working conditions, health and safety, environment and business ethics in the following "Supplier Code of Conduct." This code of conduct is based in particular upon the principles of the "UN Global Compact", the standards set out in the conventions of the ILO (International Labor Organization) and the code of conduct of the electronics industry (EICC).

The HELLA Supplier Code of Conduct defines HELLA's principles and our expectations to our HELLA partners and their employees. By signing this document, HELLA partners commit to acting responsibly and to abiding by the principles set out herein.

We expect our partners to ensure that their own suppliers and service providers will also adhere to and abide by the principles of this code of conduct and the standards upon which it is based. In the event that other regulations or laws impose more extensive provisions, these have priority over this code of conduct.

HELLA will use this code of conduct as part of its supplier selection and evaluation procedures. HELLA reserves the right to potentially end its business relationship with HELLA partners if they do not adhere to the principles defined below.

Adherence to these principles throughout the entire supply chain is of great significance to HELLA. We are counting on your support as part of this supply chain.

If you have any questions about this code of conduct, please refer them to your HELLA Procurement contact.



**Dr. Rolf Breidenbach**  
CEO



**Dr. Hans-Theo Dorißen**  
Head of Group Procurement

Lippstadt, June 2015

## APPENDIX

- Supplier Code of Conduct

## REFERENCES

The standards listed below form the basis for our code of conduct and can be regarded as sources of further information.

- United Nations Global Compact
- ILO International Labor Standards
- EICC Code of Conduct
- European Automotive Working Group on Supply Chain Sustainability (Guiding Principles)
- AIAG Automotive Industry Guiding Principles

## 1 | WORKING CONDITIONS

- The HELLA partner agrees to safeguard the human rights of its employees and to treat them with dignity and respect. This refers to all employees including part-time and migrant workers, student interns, temporary workers, full-time employees and any other form of manpower.

### 1.1 FREE CHOICE OF EMPLOYMENT

- There shall be no forced labor, slave labor or any other form of comparable labor. All labor must be voluntary and employees must be free to end their labor or their employment relationship at any time.

### 1.2 NO CHILD LABOR

- The employment of children is prohibited. Those below 15 years of age (depending on national law below 14 years of age), children of school age or those that have not yet reached the minimum age for employment in the respective country shall not be employed. Employees under 18 years of age shall not perform work that could endanger their health or safety. Where this is the case there shall be special measures put in place to protect these young persons.

### 1.3 WORKING HOURS

- The weekly hours of work shall not exceed the respective statutory maximum. The weekly hours of work including overtime shall in any event not exceed 60 hours. Emergencies and extraordinary circumstances constitute an exception. Employees shall be entitled to at least one day off per calendar week.

### 1.4 WAGES AND EMPLOYEE BENEFITS

- Alongside economic circumstances, the requirements for business development and productivity, the remuneration paid to employees (employees and their family members) shall accord with all applicable national laws on remuneration, which includes laws on the minimum wage, overtime and statutory welfare benefits. Such remuneration shall furthermore enable the employees to participate in social cultural and political life.

### 1.5 HUMANE TREATMENT

- Employees shall not be subjected to disproportionate stringency or treated in an inhumane manner. This includes sexual harassment, sexual abuse, physical reprimand and physical and mental abuse. It also applies to the threat of such treatment.

### 1.6 PROHIBITION OF DISCRIMINATION

- The HELLA partner agrees not to tolerate any unlawful harassment or discrimination within its workforce. The HELLA partner's selection and employment practices, such as for advancement and remuneration or access to training opportunities, shall not discriminate against employees on the basis of race, skin color, age,

gender, sexual orientation, ethnic background, disability, pregnancy, religious or political conviction, trades union membership or family status.

### 1.7 FREEDOM OF ASSOCIATION

- In line with the relevant national legislation, the HELLA partner grants employees the right to form and join associations and to safeguard their interests.

## 2 | HEALTH AND SAFETY

- The HELLA partner acknowledges that a safe and healthy work environment contributes to improvement in the quality of goods and services and to motivation of the workforce.

### 2.1 HEALTH AND SAFETY AT THE WORKPLACE

- The HELLA partner shall ensure that it has organization systems, processes and/or measures in place in order to comply with national health and safety legislation.
- The HELLA partner shall identify, assess and take measures to eliminate potential safety risks. The employees shall be informed of potential safety risks and instructed on proper, safe behavior and the corresponding safety measures to be implemented. Should such measures not afford adequate hazard management, the employees shall be provided with suitable personal protective equipment.

### 2.2 EMERGENCY PREPAREDNESS

- Potential emergency situations and events shall be identified and evaluated. Their impact shall be minimized by implementing emergency plans and reporting procedures.

## 3 | ENVIRONMENT

The HELLA partner acknowledges that environmental responsibility is an integral part of product manufacture. Production processes shall be designed to prevent negative impacts on the environment and natural resources shall be conserved.

### 3.1 ENVIRONMENTAL PROTECTION

- The HELLA partner confirms that it has implemented systems, processes and/or measures and has obtained the necessary approvals in order to comply with statutory national environmental regulations. The employees shall be instructed on how to mitigate environmental risks.

### 3.2 HAZARDOUS SUBSTANCES

- Chemicals and other materials, that pose a hazard to the environment if released, shall be identified and managed in such a way that ensures their safe handling, transport, storage, use and recycling or disposal.

### 3.3 REGARDING SUBSTANCES IN PRODUCTS

- The HELLA partner shall abide by all applicable national laws and regulations and customer specifications regarding the prohibition or restriction of specific substances. This includes mandatory labeling for recycling and disposal.

## 4 | BUSINESS ETHICS

- The HELLA partner and its representatives shall uphold high ethical standards in order to fulfil their social responsibilities and be regarded as successful in the market. The following principles shall apply:

### 4.1 LAW-ABIDING BEHAVIOR

- The HELLA partner agrees to comply with all applicable national laws and other regulations in the context of its business operations at any time.

### 4.2 INTEGRITY

- All business interactions shall be governed by high standards of integrity. The HELLA partner shall not have any tolerance towards bribery, corruption, extortion, fraud and embezzlement and shall prohibit them in any form. All business processes must be transparent and properly reflected on HELLA partners' business records.

### 4.3 PROHIBITION OF IMPROPER ADVANTAGES

- Bribes or other means of obtaining an illegal or improper advantage shall not be offered, accepted as a promise or received. Procedures shall be put in place to monitor and implement these requirements in order to ensure adequate compliance with anti-corruption laws.

### 4.4 FAIR COMPETITION (ANTITRUST LAW)

- The HELLA partner shall respect fair competition and conduct every business activity in compliance with the applicable antitrust legislation and provisions.

### 4.5 AVOIDING CONFLICTS OF INTEREST

- Decisions shall only be taken on the basis of objective, business-related considerations and not influenced by personal interests.

### 4.6 PROTECTION OF CONFIDENTIAL INFORMATION

- Business secrets and personal information shall only be used to the extent to which they are necessary and permitted and they shall be protected appropriately.

#### 4.7 EXPORT/IMPORT LEGISLATION

- Applicable legislation and regulations relating to export and import control as well as customs shall be adhered to.

#### 4.8 DISCLOSURE OF INFORMATION

- Information on the company's business activities, structure, financial situation and performance shall be disclosed in accordance with the applicable provisions and usual business practices in the sector. The falsification of records and misrepresentation of conditions and practices in the supply chain are not acceptable.

#### 4.9 INTELLECTUAL PROPERTY

- Intellectual property rights shall be respected; transfer of technology and know-how must be done in a manner that protects intellectual property rights.

#### 4.10 RESPONSIBLE PROCUREMENT OF RAW MATERIALS

- The HELLA partner shall adopt appropriate measures which ensure to the best of its knowledge and belief that raw materials used in the manufacture of its products (tantalum, tin, tungsten, gold, etc.) do not directly or indirectly serve as means to finance or support armed groups that commit serious human rights violations. The HELLA partner shall exercise due diligence with respect to the origin and chain of custody of such minerals and shall disclose these precautionary measures to HELLA upon request.

By signing this document the HELLA partner agrees to act responsibly and to adhere to the stated principles.

We also confirm to ensure the adherence to these principles by our suppliers and service providers.

**SUPPLIER:**

..... Company stamp	Place	Date
..... (1st signature)	..... (2nd signature - optional)	
..... (Name in block letters)	..... (Name in block letters)	
..... (Department / Function)	..... (Department / Function)	

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