



**SCHOTT**  
glass made of ideas

Code of Conduct  
for Suppliers

## Preamble

The responsibility for its employees, the social responsibility and the perception of the natural environment, and its richness as exhaustible resources for human use are the basic principles that determine and govern the business activities of SCHOTT.

SCHOTT expects from its suppliers that they share the above values and principles which SCHOTT has defined for itself in terms of its corporate responsibility, and comply with all applicable laws and regulations. Therefore, this Supplier Code of Conduct defines the minimum requirements each Supplier must comply with in order to meet this obligation.

## Proper Conduct

It is a basic principle of SCHOTT to follow all applicable laws and regulations. SCHOTT expects the same commitment from its Suppliers. Violations of the law must be avoided without exceptions.

## Interactions with Employees

The personal dignity, privacy and personal rights of each individual must be respected by the Supplier at all times.

The Supplier must not harass, discriminate against, or disadvantage anybody because of race, skin color, nationality, descent, gender, faith or religion, sexual orientation, political view, age, physical constitution or appearance.

The declaration of principles of the International Labor Organization (ILO) concerning multinational enterprises and social policy of 1977 as well as ILO's declaration on fundamental principles and rights at work of 1998 has to be honored. Accordingly, the Supplier ensures

- that he does not employ workers under the age of 15<sup>1</sup>;
- to refuse to employ or make anyone work against his will;
- to guarantee the applicable national statutory minimum wage;
- to comply with the maximum number of working hours laid down in the applicable laws; and
- the right of his employees to be represented by trade unions and other legally recognized employee organizations is recognized and respected within the framework of the applicable laws and regulations.

## Fair Competition

The Supplier is obligated to live by the rules of fair competition. Business must be conducted in compliance with all applicable antitrust laws and provisions, rules and regulations. In particular, no anticompetitive agreements, such as setting prices, discussing tenders, specifying limitations in production or production quotas or allocating markets among competitors by customers, suppliers, sales territories or industries, may be made or implemented between competitors.

The Supplier must not tolerate any form of corruption or bribery. He commits himself to implement adequate measures<sup>2</sup> to prevent corruption in order to ensure that his employees both neither offer, promise or grant undue advantages<sup>3</sup> in connection with a business activity nor use their position or influence to demand, accept, guarantee or accept guarantees of personal advantages.

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<sup>1</sup> In those countries subject to the developing country exception of the ILO Convention 138, to employ no workers under the age of 14.

<sup>2</sup> E.g. through transparency, integrity and sustainable leadership and controls within the company.

<sup>3</sup> E.g. payments of money, gifts or other favors and services.

## Safety, Health and Environment

SCHOTT demands that the Supplier sets high standards with regard to the sustainability of its actions regarding those topics.

The job environment must meet the requirements of a health oriented organization. This includes controlling hazards and taking the best reasonably possible precautionary measures against accidents and occupational diseases, providing training and ensuring that employees are educated in health and safety issues, as the maintenance and constant improvement of standards by way of a reasonable occupational health & safety management system.

The Supplier adequately contributes to the protection of the environment and the natural resources. He has to act in an environmentally friendly way, to comply with the applicable statutory and international standards regarding environmental protection and work constantly on improving the ecological balance. To accomplish this, the Supplier should set up or use a reasonable environmental management system.

## Supply chain

In his own supply chain, the Supplier shall use reasonable efforts to promote compliance with the principles of this Code of Conduct.

## Monitoring Compliance and Consequences of Violations

The Supplier confirms that SCHOTT may demand once every year either – subject to the choice of the Supplier –

- a written self-assessment on a questionnaire prepared by SCHOTT or
- a written report describing the measures used by the Supplier to ensure compliance with the Code of Conduct.

Furthermore, SCHOTT and its representatives as well as a third party appointed by SCHOTT and acceptable to the Supplier are entitled (but not obliged) to monitor compliance with this Code of Conduct; also on the premises of the Supplier.

Such monitoring measures are subject to SCHOTT providing the Supplier with a written notification in advance, can only take place during regular business hours and must adhere to applicable data privacy laws. Additionally, they will neither unreasonably interfere with the business operations of the Supplier nor any of his non-disclosure agreements with third parties.

The Supplier is obliged to reasonably assist SCHOTT with conducting the monitoring measures and to bear his costs associated with the measures. SCHOTT in turn will bear its costs.

If the Code of Conduct is violated, the Supplier will receive a reasonable period to remedy the breach occurred.

In case of a serious violation or if no measures are conducted within the remediation period, SCHOTT has the right to terminate the supplier relationship immediately without giving any further notice.