

SUPPLIER

CODE OF CONDUCT

LIQUI MOLY GROUP



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INTRODUCTION

Compliance with applicable law is a matter of course for the LIQUI MOLY Group (hereinafter referred to as "LIQUI MOLY"). Values play a central role in our dealings with each other and with our business partners. Mutual trust, predictability, honesty and straightforwardness both internally and externally are basic principles that are firmly anchored at LIQUI MOLY. A way of doing business in harmony with people and the environment are also principles that we follow and that contribute significantly to our long-term corporate success.

We see these values as an essential cornerstone of our supplier relationship. The LIQUI MOLY Supplier Code of Conduct sets out binding minimum requirements that must be observed and implemented by our suppliers.

The LIQUI MOLY Supplier Code of Conduct is based on the Universal Declaration of Human Rights and the principles of internationally recognized standards of good corporate governance. These include the UN Global Compact, the core labor standards of the International Labor Organization (ILO) and the Rio Declaration on Environment and Development.

Compliance with the respective national statutory provisions is of course the basis of all business activities. Should any laws or legal requirements of a particular country, business field, or market differ from the requirements laid down in the LIQUI MOLY Supplier Code of Conduct, the stricter requirements shall apply.



Günter Hiermaier
Managing Director LIQUI MOLY Group



Dr. Uli Weller
Managing Director LIQUI MOLY Group

Universal Declaration of Human Rights

<https://www.ohchr.org/en/universal-declaration-of-human-rights>

10 Principles of the UN Global Compact

<http://www.unglobalcompact.org/what-is-gc/mission/principles>

ILO Declaration of Fundamental Principles at Work

www.ilo.org/wcmsp5/groups/public/-ed_norm/-declaration/documents/normativeinstrument/wcms_716594.pdf

Rio Declaration on Environment and Development

<http://www.eolss.net/Sample-Chapters/C16/E1-48-43.pdf>





I. HUMAN RIGHTS AND OCCUPATIONAL SAFETY



1.1. **Respect for human dignity**

The Supplier respects all general personal and human rights. Violence, intimidation, mobbing, sexual harassment and other abuse are prohibited. The Supplier shall also ensure that such attacks do not occur when security forces are deployed.

Prohibition of discrimination

Human dignity is inviolable. It must be respected and protected. Discrimination – i.e. any disadvantage, degradation and unequal treatment based on gender, gender identity, social or ethnic origin, nationality, language, skin color, religion, sexual identity, physical or mental disability, political opinion or other personal characteristics – is not tolerated in any way. Equal treatment and equal opportunities must be guaranteed throughout the entire employment relationship. We also encourage our suppliers to actively combat discrimination and promote inclusion.

Rejection of forced labor, modern slavery and human trafficking

All forms of forced labor, modern slavery and exploitation are prohibited. All employees provide their work or services on a voluntary basis. Any threat of punishment, such as isolation, restriction of freedom of movement, exploitation, physical violence, intimidation, excessive overtime, retention of identity documents and other sensitive documents or withholding of wages is prohibited. If a third party is commissioned to hire employees of the Supplier, any costs involved may not be transferred to employees.



1.2. Prohibition of child labor

LIQUI MOLY does not tolerate child labor or any exploitation of children and adolescents. Under no circumstances may employees be younger than 15 years of age (or 14 years if permitted by national law under ILO Convention 138). The minimum age for employment must not be below the age at which compulsory education ends in the country in which the Supplier is active. Proof of age of the employees must be available.



1.3. Protection of vulnerable employees

Vulnerable employees are expectant mothers, people with physical and mental disabilities, and young people under the age of 18. In particular, they must be protected against overwork and injury to body or health. Provisions must be made for this group to limit their working hours and the type of employment.



1.4. Right to freedom of association and assembly

In accordance with national statutory provisions, employees must be granted the right to freedom of association and assembly.



1.5. Appropriate working conditions

The Supplier must ensure that the working environment is safe, humane and not harmful to health. This includes ensuring that employees have access to sufficient clean sanitary facilities and that the work facility and offices are cleaned regularly in order to guarantee hygiene in the workplace.

Company apartments

If the travel times from the company's location to the nearest private accommodation are unreasonably long, it is desirable that the Supplier arranges accommodation for the employees, which the employee may use on a voluntary basis. Such accommodation must be humane, clean and safe.





1.6. Safety

The Supplier must be aware of the possible operational risks and take measures to prevent and reduce accidents, emergencies, fires, etc.

Safety briefing

Employees must be given the necessary safety briefings before starting work on machines, equipment and potentially hazardous tasks as well as for emergency situations and fire protection. Such briefings must be repeated as required by statutory requirements or in the event of changes to the workplace. Records must be kept of the briefings.

Occupational safety

Based on a risk assessment, the areas in which personal protective equipment is to be worn must be determined and communicated. The Supplier must provide the employees with the personal protective equipment free of charge, in sufficient quantity and in good working order.

The devices and safety equipment must be serviced and checked for proper functioning at regular intervals. The emergency stop of machines must function properly and be readily accessible at all times.

Substitution check

The use of hazardous substances must be kept to a minimum. Hazardous substances must be subjected to a substitution check. This means that a substance that has a lower environmental and health impact must be used if it is equally suitable for the treatment process.

A safety data sheet must exist for each chemical present. Safety data sheets contain information on the correct handling, storage, transport and disposal of the substance in question, as well as critical and important material data, possible hazards and first aid measures.

Emergency planning and fire safety

The Supplier shall maintain disaster and fire protection plans in its work facilities. Appropriate drills must be carried out regularly and documented.

The company must be equipped with fire alarms and an evacuation alarm. Sufficient fire extinguishers must be accessible to every person at all times, depending on the type and risk of the work, the size of the building and floors and the number of people in the company. A sufficient number of employees must be trained in the use of fire safety equipment.





Emergency exits and escape routes

Emergency exits, escape routes and assembly points are clearly marked and must not be blocked at any time. The number of emergency exits and escape routes must be made dependent on the number of people, room size and workplace layout and must ensure the safe and rapid evacuation of all employees.

First aid equipment

First aid equipment must be available in an appropriate manner and sufficient quantity for all employees, during all shifts, in all buildings and on every floor, and must be openly accessible and ready for use. The kind and scope of equipment depends on the type of potential risks and the size of the company. A sufficient number of trained first aiders must be available during each shift to ensure the capacity to act in the event of an accident.





1.7. Working hours

The statutory maximum number of working hours is not exceeded. Weekly working time, including overtime, may not exceed 60 hours. Employees are entitled to at least one day off per seven-day week. The holidays must at least correspond to the national statutory vacation entitlement. The Supplier must provide employees with a reasonable break, but at least a 30-minute break after 6 hours and a total of 45 minutes after 9 hours, unless stricter provisions are required by national legislation.



1.8. Remuneration

Employees receive adequate remuneration that at least corresponds to the national statutory minimum wages. In the absence of statutory provisions, the wage must at least be sufficient to secure the livelihoods (housing, food, education, technology) of employees and their families. Wages must be paid regularly and in legal tender. Employees must be provided with comprehensible written information about the agreed conditions in the form of an employment contract and a payslip. Using wage deductions as a disciplinary measure is prohibited. Regulations on national social security contributions must be complied with.

1.9. Respect for the rights of local communities and indigenous peoples



The Supplier must consider local impacts on communities and indigenous peoples as part of its business activities. In particular, potential negative effects on livelihoods, including access to land, water or forests, and the safety and health of local communities and indigenous peoples must be avoided. Customary rights to land and natural resources must be respected. We reject forced eviction and similar practices.



2. ENVIRONMENT

The applicable national laws, regulations and standards for limiting and avoiding environmental impact must be observed.

If there is a risk of pollutants in water, soil and air in connection with the Supplier's business activities, appropriate measures for reduction and prevention must be implemented without fail.



2.1. Emissions

Emissions are air pollutants, noise, vibrations, light, heat or radiation and similar environmental impacts from the Supplier's systems that are likely in terms of type, extent and duration to cause hazards, significant disadvantages or significant nuisance to people, animals, plants, soil, water, atmosphere as well as cultural and other property.

The Supplier shall classify and analyze emissions – in particular from volatile organic chemicals, aerosols, corrosives, particles, ozone-depleting chemicals or combustion byproducts generated from operations – and treat them in a way that renders such emissions harmless.

The noise generated must not exceed the legal maximum level specified by statutory provisions.





2.2. Water use

The flawless quality and availability of water in bodies of water and in groundwater is the basis of life for people, animals and plants and shall not be compromised by the Supplier. Water must therefore be used sparingly for all processes. Industrial facilities are best equipped with recirculation systems to ensure multiple use.

Wastewater

Wastewater is water whose properties have been altered by domestic, commercial, agricultural or other use.

The Supplier must ensure that the wastewater from its operations, production processes and sanitary facilities undergoes the necessary treatment before it is discharged into the groundwater. The concentration of hazardous substances in water, such as salts, heavy metals and their compounds, oxidizable substances, nitrogen, phosphorus and organic halogen compounds and other chemicals, must only be so low that the wastewater does not cause any negative effects on people and the ecosystem.

If there is no infrastructure for water treatment at the site, qualified/suitable companies must be commissioned for the transport and treatment.



2.3. Waste

Waste is any substance or object that its owner discards, wishes to discard, or must discard.

Hazardous waste (special waste) is waste that presents a risk to health and/or the environment and has one or more of the following properties: flammable, oxidizing, explosive, irritant, corrosive, toxic upon contact or release of toxic gases, carcinogenic, infectious, toxic for reproduction or ecotoxic.



General handling

The handling, storage, transportation and disposal of waste shall not have any harmful effects on air, soil, water or the health of employees and must be carried out by qualified persons. Explosions, ignitions and other sudden dangerous events must be prevented.

The Supplier shall take measures to avoid and reduce waste.

Hazardous waste management

Hazardous waste must be clearly marked and disposed of properly. Handling must be carried out with adequate protective equipment. Hazardous waste must be kept separate from non-hazardous waste.

Disposal and recycling

Recycling of the waste is preferred over disposal, e.g. by landfill. The Supplier sorts the waste in preparation for the best possible form of recovery.

Material recovery is preferred to energy recovery. In material recovery, waste is used as a recyclable material or raw material substitute to produce a new product, while in energy recovery the waste is incinerated in an incineration plant and used to generate energy.





2.4 Chemicals and other hazardous substances

Hazardous substances are substances, mixtures and products with hazardous properties that cause severe harm to human health, are flammable, explosive or hazardous to the environment. Hazardous substances include chemicals such as uranium, asbestos and welding fumes.

General handling

The handling, storage, transport and disposal of hazardous substances may not have any harmful effects on people, animals, plants, soil, water, atmosphere, or on cultural and other property and must be carried out by qualified persons. Explosions, ignitions and other sudden and dangerous events must be prevented.

The Supplier must document the quantity and type of chemicals and hazardous substances present and/or used in the company.

Storage

Hazardous substances must be stored separately and in closed containers.

The floor in the storage areas must be designed so that it does not absorb the hazardous substances and does not react with them. The Supplier must use sufficiently large catch pans for liquid substances. All storage tanks for hazardous liquids must be monitored regularly to prevent leakage.

When handling substances or processes whose gasses are toxic, employees must use the necessary protective equipment to be provided by the Supplier.

Disposal

Hazardous substances must be disposed of properly. Care must be taken to ensure that hazardous substances that react with each other are not disposed of together.

Labeling

Containers for chemicals and hazardous material must be marked with safety-relevant information that indicates the hazard risk. Labeling is carried out in accordance with the United Nations Globally Harmonized System for the Classification and Labeling of Chemicals (GHS).



2.5. Natural resources and raw materials

Natural resources are resources that exist without any human involvement, including raw materials, environmental media, energy sources and physical space.

The Supplier shall use natural resources sparingly and keep their use and consumption as low as possible.

This can be done either directly at the point of origin or through procedures and measures, such as changing the production and maintenance processes or operations in the company, using alternative materials, savings, recycling and reusing materials.

Responsible sourcing of raw materials

The Supplier shall develop measures to ensure and improve the transparency and traceability of the raw materials processed in the product within the supply chain. In particular, the aim is also to ensure that the raw materials used come from responsible sources.

Particular attention must be paid to ores, concentrates and metals that contain tantalum, tin, tungsten, cassiterite, coltan and gold and come from conflict regions and high-risk areas. These are in particular mining areas which are the scene of armed conflicts, which are in a fragile post-conflict situation or whose governance and security are weak or non-existent and in which international and human rights are systematically violated.

The procurement of raw materials must not result in a violation of human rights or the financing of armed groups. To ensure this, the Sup-





plier must exercise due diligence with respect to the origin and chain of custody of these minerals in accordance with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas and disclose these due diligence measures to LIQUI MOLY upon request.

If the above list of critical product ingredients is extended in the future, the Supplier is also obligated to implement due diligence measures for the additional substances.

In order to protect ecosystems and biodiversity, no raw materials may be extracted from nature conservation areas.

OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas.

[wuerth.rocks/oecd3](https://www.wuerth.rocks/oecd3)



3. ETHICAL BEHAVIOR



3.1 Fighting corruption

No form of corruption or bribery is tolerated. The Supplier shall ensure that no personal dependencies on customers, suppliers or other business partners arise through bribes or other illegal payments. Conflicts of interest must be avoided.

The Supplier shall not accept or offer any gifts, invitations or other gratuities that may reasonably be expected to unfairly influence business decisions.

Employees who violate the above provisions will be subject to disciplinary action by the Supplier – regardless of the consequences under criminal law.



3.2 Fair competition / counterfeit products

The Supplier is committed to fair, performance-oriented competition and does not participate in anti-competitive agreements with other market participants. In particular, this means that it does not engage in cartels or other practices that restrict competition or are unfair, including the unlawful use of intellectual property.

If it turns out that our reputation and our brand are being damaged by plagiarism, we will do everything legally possible to prevent this. In order to prevent the risk of the use of counterfeit products and coun-





terfeit materials, the LIQUI MOLY Group operates an effective process for clear identification and traceability in order to identify counterfeits. Our suppliers are requested not to continue processing any counterfeit products or counterfeit materials discovered and to notify the LIQUI MOLY Group or the responsible law enforcement authorities. Any counterfeit products or counterfeit materials discovered will be scrapped.



3.3 Ban on money laundering and financing from illegal sources

The Supplier shall obtain its funds exclusively from legitimate sources. This prohibits the direct or indirect support of terrorism or organized crime such as human trafficking, drug trafficking, bribery, arms trafficking, etc.



3.4 Compliance with export control and customs laws

The Supplier must comply with export bans, sanctions and embargoes in international trade.



3.5 Data protection and data security

The Supplier must protect the personal data of all customers, suppliers, other business partners and employees in compliance with national and international data protection regulations. Personal data is protected against access and unlawful use by unauthorized persons and may not be used to the detriment of the relevant stakeholders.

The Supplier undertakes to keep company data, business and trade secrets as well as other confidential information strictly confidential and to use them exclusively for the purposes of the Supplier's cooperation with LIQUI MOLY. They must be protected against unauthorized access and viewing by non-involved colleagues or other third parties, as well as against deletion and unauthorized modification.





IV. COMMUNICATION AND CONSEQUENCES

The Supplier communicates the requirements of the LIQUI MOLY Supplier Code of Conduct and its implementation to the relevant stakeholders, but at least to its employees, and ensures compliance with the requirements along the supply chain by means of suitable measures.



4.1 Complaints procedure

The Supplier must grant employees access to and make them aware of internal and/or external complaints procedures. The complaints procedure must enable all potentially affected parties within the supply chain to be made aware of human rights or environmental risks as well as violations of human rights or environmental obligations. Linguistic and technical barriers must be avoided.

All employees of the Supplier are invited to use the anonymous reporting hotline of the LIQUI MOLY Group – SpeakUp – to report violations:
<https://www.bkms-system.net/wuerth>



4.2 Documents and compliance checks

All verification documents and records are compiled in accordance with the requirements, protected against unauthorized access, modification and destruction, and stored securely. The documents, records, approvals, reports, etc. are correct, trustworthy and transparent. They must be presented to LIQUI MOLY on request. The Supplier shall inform LIQUI MOLY without being requested to do so of matters that are incompatible with the requirements of the LIQUI MOLY Supplier Code of Conduct.

LIQUI MOLY reserves the right to carry out unannounced audits to check compliance with the Supplier Code of Conduct. For this purpose, the auditor must be granted admission and access to the relevant areas and the required documents. LIQUI MOLY reserves the right to entrust a third party with the performance of the audits.



4.3 Consequences

The LIQUI MOLY Supplier Code of Conduct is an integral part of the contract between LIQUI MOLY and the Supplier and must be complied with in full. In the event of suspicion of a violation of the LIQUI MOLY Supplier Code of Conduct, the Supplier shall assist LIQUI MOLY in clarifying the matter.

In the event of a violation, LIQUI MOLY will react depending on the severity of the violation. A preferred consequence is the immediate rectification of the defects by the Supplier, but LIQUI MOLY is also entitled to claim compensation for damages and to terminate the contract with the Supplier without notice.



#ourresponsibility

Our responsibility – this means that we all, as a company, as individuals and as employees, are encouraged to act responsibly when it comes to sustainability, environmental protection and the future.

We would like to thank all suppliers who work with us to promote responsible and ethical business conduct.







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