

AUER Signal Code of Conduct for Suppliers

As an industrial enterprise with local research, development and production entities in Vienna, AUER Signal takes its responsibility for man and nature very seriously. As a family-owned business, it is committed to certain self-defined rules of conduct. To ensure that these values are upheld throughout the whole supply chain, AUER Signal requires its suppliers to make a binding commitment to the Code of Conduct specified hereafter.

Norms and standards defined in our Code of Conduct apply to AUER Signal itself, as well as all suppliers, their subcontractors and all partners worldwide. The minimum requirements specified here apply to all employees (including trainees, contract workers, temporary staff, etc.). These specifications are binding conditions for entering into business relations with AUER Signal and must be observed without exception.

As an AUER Signal supplier you commit to recognition of and full compliance with the following points, without any exceptions:

1. International Human Rights

Supplier precludes any kind of discrimination due to personal characteristics, including but not limited to age, disabilities, race, gender, colour, origin, union membership, nationality, phenotype, civil status, political opinions, religion, pregnancy or sexual orientation.

2. Work Standards

- **Prohibition of forced labour and human trafficking:** All work and services is done out of free will. Every employee has the right to terminate the employer-employee relationship at any time, according to the regulations specified in their work contract ([ILO-Convention 29](#)).
- **Prohibition of Child Labour:** All employees must be of 15 years of age or older. (Exception: in developing countries the minimum age can be lowered to 14 years in accordance with ILO-Convention 138 [ILO-Convention 138](#)).
- **Working Hours:** Daily and weekly working hours must not exceed the maximum working hours permitted in the respective country. Weekly working hours must not exceed 48 hours (including overtime). Maximum working hours may only be extended to 60 hours in a case of emergency and must not exceed that time span. Every employee is entitled to at least one day off from work per week ([ILO-Convention 1](#) and [ILO-Convention 14](#)).
- **Fair Remuneration:** Every employee is entitled to fair remuneration, at least covering basic needs. Remuneration must not be lower than specified by local legal provisions. All

extra work must be remunerated; payroll deductions as a disciplinary measure are prohibited ([ILO-Convention 26](#) und [ILO-Convention 131](#)).

- **Treatment of Employees:** All employees must be treated equally, with respect and free of prejudice. Mental cruelty such as sexual harassment or mobbing are immediately sanctioned ([ILO-Convention 111](#) und [ILO-Convention 159](#)).
- **Freedom of Association:** Every employee has the Right of Association. They are free to confederate, form or join Unions and Works Councils, and take part in collective bargaining (ILO-Conventions [87](#), [98](#), [135](#) und [154](#)) in accordance with local law.

3. Ethical Guidelines

Integrity, Anti-Corruption, Compliance

- The Company Compliance Policy strictly prohibits suppliers to use bribing, corruption, blackmailing and misappropriation.
- No gifts, payments, invitations or services that might influence business relations are to be offered or accepted within the scope of business relations with AUER Signal.
- Employees are regularly informed on this policy.

Gifts and Invitations

- The total value of gifts (e.g. meals, tickets, accommodation, etc.) offered or accepted must not be higher than 30 EUR per year.
- AUER Signal associates must not accept gifts or money of more than 30 EUR per year from any business relation. It is also prohibited to send presents to their families or private address.
- Invitations must be at least 70% business related. Events, leisure time activities, city tours, business lunches, etc. must not be the main element of such an invite. They have to be reasonable and in line with customary local business practices.
- Expenses for non-business activities are exempt from reimbursement at least three months before and after a tendering or negotiation process, as well as procurement decisions.

Information Disclosure/Transparency

- The supplier agrees to truthfully disclose their business activities, company structure, financial state and performance in accordance with accepted business practices. AUER Signal does not accept forged documents or false declaration of conditions and business practices.

Intellectual Property and Trade Secrets/ Confidential Information

- The supplier agrees to respect and protect intellectual property.
- Confidential business information by AUER Signal and its business partners must be protected from disclosure by all means.

Data Protection

- The supplier undertakes to observe data protection and information security regulations, as well as legislation on collecting, storing, processing, transmitting and releasing personal data.

Competition

- The supplier respects the rules of fair competition, follows laws and regulations promoting fair competition, in particular antitrust laws and competition regulations.

Conflict Minerals

- The supplier guarantees that no armed groups are financed or benefit directly or indirectly from the extraction of conflict minerals such as gold, tantalum, tungsten or tin sold to AUER Signal. This applies in particular to armed groups which have been committing human rights abuse in the Democratic Republic of the Congo and neighbouring countries.

4. Health and Safety Standards

The supplier undertakes to adhere to [ILO-Convention 155](#) on Occupational Safety and Health, and to set up an occupational safety management system for the prevention of work accidents in accordance with [OHSAS 18001](#).

Protection of Workers

- Potential hazards are mitigated by appropriate processes and work place design, safety regulations and continuous safety training.
- Workers are outfitted with appropriate protective clothing and equipment ([Article 16, ILO-Convention 155](#)).

Preparedness and Response in Emergency Situations

- The supplier undertakes to implement emergency plans with clearly defined rules of conduct: Potential hazards are identified and monitored to prevent emergencies. All incidents are recorded, reported and investigated; emergency plans are subsequently adapted if necessary.

Cleanliness, Hygiene and Living Conditions

- Workers are entitled to clean sanitary facilities, dining areas and clean drinking water. Sleeping areas must also be clean and safe.

5. Environment and Sustainability

The supplier undertakes to implement an environment management system in accordance with the existing legal framework.

Environmental Permit and Requests for Disclosure

- The supplier agrees to obtain, update and document all necessary environmental permits, registrations and licences as required by law.
- All regulations regarding disclosure and reporting must be observed.

Pollution Prevention and Resource Management

- Waste, emissions and resources (such as energy and water) have to be limited to a minimum: The supplier is required to monitor and continuously improve environmental protection measures (e.g.: modernise maintenance and production processes).

Dangerous Substances

- Dangerous substances must be adequately labelled and treated, including use, transport, storage, recycling and disposal.
- Shipment of material, components and merchandise must follow the provisions on the restriction of the use of certain hazardous substances [Directive 2011/65/EU](#).
- Registration, classification, authorisation and restriction of chemical substances must be undertaken in accordance with [EU Regulation Nr. 1907/2006](#).

Wastewater and Solid Waste

- Wastewater and solid waste are to be specified, monitored, controlled and processed before disposal according to regulations.
- If waste management is outsourced to an external provider, documentation and proof of compliance with waste treatment, recycling and disposal regulations must be duly recorded and stored.

Air Pollution

- Emissions of volatile organic chemicals, aerosols, corrosives, dirt particles, ozone depleting chemicals and combustion by-products generated within the scope of business operations are to be specified, monitored, controlled and processed according to regulations before discharge.

Measures taken in the event of violation of the AUER Signal Code of Conduct

If a supplier is not able to meet these requirements, AUER Signal defines measures in cooperation with the supplier to be implemented within an adequate timeframe. If these measures are not implemented within the given timeframe and if violations are grave and/or continuous, AUER Signal is entitled to terminate business relations with the supplier or sub-supplier after reasonable notice.

We have carefully read and understood the AUER Signal Code of Conduct. We hereby commit to support AUER Signal in its endeavours and to take responsibility for our company and its employees complying with the Code of Conduct within the scope of business relations with AUER Signal.

Company: _____

Contact person: _____

Contact person's role within the company: _____

Signature: _____

Company stamp: _____

Many thanks for your cooperation!

Yours sincerely,

Christian Auer
Managing Director