

Business Partner-Compliance Program
 KNOW YOUR COUNTERPARTY (KYC)



COMPANY DATA	
Company name	
Name of the owner	
Name(s) of the managing director(s)	
Beneficial owner	
Street and house number	
Zip code City	
Country	
State or region	
Telephone number	
E-Mail address	
Company website	
Commercial Register Number / VAT-Number	
Bank name	
Bank address	
IBAN number	
BIC number	
Other companies in the group of companies	

ACTIVITY AND STATUS					
Description of the main field of activity					
Belonging to a government, a military institution or a political party?	<table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

Updated by: Ulrike Staniczek	Approved by: Andreas Rüd	Version: 04
Date: 9th April 2025	Date: 11th April 2025	Page Page 1 of 2

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FURTHER INFORMATION

RJC certification?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Membership number / since	
Supply chain policy in place?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Supply chain policy publicly available?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, where?	
Know-Your-Counterparty: A procedure has been set up?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

REMARKS / COMMENTS

SIGNATURE & COMPANY STAMP

Company stamp	
Date	
Signature	
Name	
Title / function	

THANK YOU VERY MUCH FOR YOUR COOPERATION!

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CODE OF CONDUCT FOR OUR BUSINESS PARTNERS

As a traditional family business, Friedrich Binder GmbH & Co. KG is committed to values such as responsibility, integrity and ethical behaviour. This attitude characterises our daily interactions - both within our company and in cooperation with our business partners.

We attach great importance to ensuring that our partners along the supply chain also follow comparable principles and act responsibly in their business activities. If there are both legal requirements and our own company guidelines on a topic, the stricter standard should always be adhered to. If one of the common guidelines mentioned here does not comply with the applicable law, the law naturally applies.

These principles are based on the guidelines of the International Labour Organisation (ILO), the United Nations Universal Declaration of Human Rights, the OECD Guidelines and the principles of the UN Global Compact.

We rely on open, constructive cooperation with our partners. If there are indications of repeated or serious breaches of these rules of conduct, we will seek dialogue with the business partner in order to find a solution. If no agreement is reached or no appropriate improvements are recognisable, this may lead to the termination of the business relationship in individual cases.



LABOUR AND SOCIAL STANDARDS

No forced labour: Our business partners ensure that all employment relationships are entered into voluntarily. Any form of forced labour - for example through threats, the collection of identification documents, security deposits or other restrictions - is unacceptable.

Protection of children: Child labour is not permitted. The minimum age for employment is 15 years - or higher if this is stipulated by local law. In any case, the stricter regulation applies, especially if school attendance is compulsory for longer.

No harassment and abuse: The employees of our business partners are treated with respect and dignity. Physical punishment, psychological or physical harassment or other forms of abuse are not permitted.

Dignity and respect in the workplace: Employees should always be treated with respect and dignity. Corporal punishment, psychological or physical pressure and any form of abuse are not permitted.

Equal treatment and equal opportunities: Together with our business partners, we are committed to fair and equal treatment. Discrimination - for example on the basis of gender, origin, religion, age, disability, sexual orientation, political views or other personal characteristics - has no place in a respectful working environment.

Fair wages and benefits: Employees are paid regularly and at least in line with the legal requirements of the respective country - including overtime. If there are no statutory regulations, remuneration is based on the minimum level customary in the industry. Deductions from wages may not be used as a punishment.

Working hours: The statutory regulations on working hours and overtime are complied with. The working week should not exceed 60 hours. In addition, at least one day off per week is planned.

Right to co-determination: Our business partners respect the right of all employees to organise, join trade unions or work freely with others - without fear of discrimination, pressure or sanctions.

Health and safety: Our business partners ensure that their employees work under safe and healthy conditions. Accidents and work-related risks should be avoided as far as possible by taking appropriate measures. The applicable legal regulations and international standards are observed. If accommodation is provided, appropriate health and safety standards also apply there.



ENVIRONMENTAL RESPONSIBILITY

Environmental protection is a key concern that we share with our business partners - and an essential component of responsible corporate practice in line with the ESG principles (Environmental, Social, Governance). Together, we are committed to conserving natural resources and promoting environmentally friendly solutions.

Our business partners comply with the applicable national and international environmental regulations and relevant ESG guidelines and integrate these responsibly into their daily work. They pay particular attention to:

- safe and environmentally sound waste and emissions management - especially when handling hazardous substances,
- as well as targeted training and appropriate equipment for employees whose work has a direct impact on the environment, so that they can fulfil their tasks competently and responsibly.

RESPONSIBLE MANAGEMENT

Our business partners run their companies in a legally compliant and responsible manner. This includes

- compliance with all applicable national, local and international laws,
- compliance with applicable customs and import regulations - in particular with regard to import requirements and transport bans,
- transparent dealings with subcontractors: If part of the production is outsourced to third parties, this is only done with the prior consent of Friedrich Binder GmbH & Co. KG. The prerequisite for this is that these partners also comply with our rules of conduct and all other applicable requirements,
- a clear commitment to integrity: corruption - in whatever way, for example through bribery or kickbacks - is consistently rejected by us and our business partners.

Transparent cooperation:

In order to continuously develop our common standards, we rely on an open, trusting dialogue with our business partners to implement the rules of conduct. The aim is to discuss how these requirements are implemented on a day-to-day basis as part of an agreed dialogue.

We are pleased when our partners provide relevant information for this purpose. We see the insights gained as a valuable basis for jointly tackling possible improvements and further strengthening our partnership-based cooperation.

Location: _____

Date: _____

Company: _____

Signatory: _____