

Supplier Code of Conduct



1. Introduction

The retarus GmbH and its affiliated companies ("Retarus" or "We") are committed to conducting their business in a lawful and responsible manner. Adherence to ethical, social, and environmental standards is deeply rooted at Retarus and forms the foundation for our long-term business success. This Supplier Code of Conduct ("SCoC") is a binding guideline on ethical, social and legal behavior we expect from our suppliers, contractors, partners and other third parties as well as their respective employees, suppliers contractors, partners, etc. ("Suppliers").

2. Compliance with Law and Regulations

This SCoC sets out the minimum standards that are expected of all suppliers, in addition to the applicable laws, regulations and international and industry-standard "Best Practices". Suppliers must also ensure that these are implemented in their supply chain and, if necessary, provide relevant training.

3. Human Rights and Fair Working Conditions

We expect our Suppliers to ensure that no provisions regarding minimum wage, working hours, including overtime, rest breaks and paid holidays are violated. Suppliers have to promote an inclusive work environment that values the diversity of their employees. Suppliers may not tolerate any discrimination or harassment based on gender, ethnic and national origin, race, color, religion, age, disability, sexual orientation and identity, or any other characteristic protected by law.

Employees of Suppliers must be free to join or not to join a union/employee representation of their choice, free from threat or intimidation.

Suppliers must not use any form of forced labor. Workers must be allowed to maintain control over their identification documents. Punishment, mental and/or physical coercion and any form of human trafficking are prohibited.

4. Health and Safety at Work

We expect Suppliers to implement occupational health and safety management at a high level appropriate for Supplier's business. Suppliers must comply with applicable occupational health and safety regulations and ensure a working environment that promotes the health and safety of their employees, protects third parties, and prevents accidents, injuries, and work-related illnesses. This includes regular risk assessments in the workplace, training on health and safety matters, and the implementation of appropriate measures for hazard control and preventive care.

5. Data Protection, Information Security, and Protection of Trade Secrets

The protection of personal data is of central importance to Retarus. Suppliers may only process personal data in accordance with the applicable legal and/or contractual provisions.

Furthermore, Suppliers recognize the value of information and ensure its appropriate technical protection against unauthorized access. In particular, Suppliers acknowledge the obligation to protect the confidentiality, integrity and availability of information and data made available to them. Suppliers must handle and safeguard Retarus' information and data, regardless of their commercial value, with utmost care, use it only for the purpose it was provided, and protect it from disclosure and other infringements.

6. Anti-Bribery, Anti-Corruption and Anti-Money Laundering Measures

Retarus firmly rejects any and all forms of corrupt behavior. Suppliers must not participate in extortion, bribes, kickbacks and facilitation payments of any kind, whether in dealings with public officials or individuals in the private sector and shall not (neither directly nor indirectly) offer, provide or accept anything of value to improperly influence an official act or to secure an improper advantage in order to obtain or retain business.

Retarus does not condone any form of fraud or asset-damaging offences including but not limited to embezzlement, theft, or tax evasion, regardless of whether Retarus or third-party assets are affected. Retarus expects Suppliers to take all necessary measures, including, without limitation, maintaining policies and procedures to prevent money-laundering activities within their sphere of influence, and ensure compliance with applicable laws and regulations designed to combat money laundering activities. Suppliers have to maintain financial records and reports according to applicable laws and regulations to demonstrate compliance.

7. Fair Competition

Retarus believes in fair competition. Suppliers are therefore prohibited from participating in anti-competitive business practices and exchanging sensitive market information with their competitors.

8. Avoidance of Conflicts of Interest

A conflict of interest is any personal or financial interest, any business or personal activity or relationship, prior or current employment, or any obligation that may interfere with the ability to objectively perform job duties and responsibilities or impair independence and objectivity. Such conflict-of-interest situations include critical relationships such as a relationship by blood or marriage, partnership, participation or an investment in business partners or competitors.

9. Environmental Protection and Sustainability

As it is Retarus' goal to minimize the environmental impact of our business activities, we support and prefer IT systems and solutions that help to reduce environmental impact. Suppliers shall implement an effective system to identify and eliminate potential hazards to the environment. We expect Suppliers to take the environmental impact into consideration in their operations, for example by setting and monitoring climate protection goals for themselves and report relevant data on environmental and climate protection upon request. We expect our Suppliers to comply with their legal and moral due diligence obligations with regard to the procurement of minerals and materials from conflict regions and high-risk areas that may contribute to human rights violations, corruption, the financing of armed groups or similar negative impacts.

10. Business Continuity Planning

Supplier shall be well-prepared for any disruptions of its business (e.g. natural disasters, acts of terrorism, supply chain interruptions, outbreaks of infectious diseases, epidemics or pandemics, information security issues, cyber-attacks). These preparations include business continuity plans that protect customers, employees as well as the environment from the effects of possible serious disruptions that may arise within the domain of Supplier's operations.

11. Reporting of Potential Risks and Violations

Any indications of (potential) risks or violations of this SCoC must be reported immediately through our [contact form](#).

12. Implementation of the SCoC

Suppliers are encouraged to strive for continuous improvement, such as setting measurable targets on reducing environmental impact, enhancing working conditions or diversity, and reporting on progress for sustainability.

Retarus reserves the right to monitor, review and verify Supplier's compliance with the requirements of this SCoC, e.g. through self-assessments and audits either by Retarus or a third party. Therefore, Supplier has to maintain documentation necessary to demonstrate compliance with this SCoC.

This SCoC reflects Retarus' values and commitment to its customers, the communities which we serve and the protection of the environment. Without prejudice to any other contractual remedies, in case of any failure to comply with the requirements of this SCoC Retarus reserves the right to terminate the business relationship with Supplier for cause and with immediate effect.