

Code of Conduct

for Business Partners of Abifor AG

Abifor develops and produces thermoplastic hotmelt adhesives. We specialise in a wide range of thermally activated adhesives in the form of powders, webs, nets and films. As an owner-managed company based in Zurich (Switzerland) with production facilities in Wutöschingen (Germany), we market our products worldwide and in numerous industries.

Our **values** characterise our corporate culture and form the basis for our business activities:

- **Quality:** We produce high-quality and competitively priced products. We measure ourselves against the best.
- **Partnership:** We lay the foundation for long-term relationships with a fair and cooperative approach.
- **Ethical behaviour:** We are committed to upholding high ethical principles and are involved in the region.
- **Responsibility:** As an attractive and responsible employer, we treat our employees with respect and appreciation.
- **Innovation:** We promote innovation and good ideas. We are curious and live an experimental culture.
- **Sustainability:** We act in the sense of the environment, the available resources and social environment.

We consider ourselves to be part of society and take responsibility for our customers, (end) users of our products and for the safety of our production sites. We are committed to **economically, socially and ecologically responsible corporate governance**.

In order to achieve our sustainability goals, we work closely and in partnership with our customers, suppliers and service providers. With this in mind, this Code of Conduct defines our **own commitment**, but also our **requirements and expectations towards our suppliers and service providers** (hereinafter referred to as "Business Partners") with regard to compliance with the principles stipulated in this Code of Conduct.

Compliance with these principles has a major influence on our supplier selection and evaluation. Accordingly, we expect measures for improvement should compliance with the principles be insufficient. A breach of this Code of Conduct may be grounds for Abifor to terminate the business relationship, including all associated supply contracts.

1. Commitments under the Code of Conduct

1.1 Ethical business behaviour

1.1.1 Fair competition

Fairness determines our actions in every collaboration. We behave fairly in competition and consciously fulfil our responsibility. We comply with national and international antitrust laws and laws against unfair competition.

1.1.2 Compliance with laws

We comply with the applicable laws and recognised standards and guidelines and expect the same from our Business Partners. This applies in particular to the Universal Declaration of Human Rights, the conventions of the United Nations Organisation (especially the Global Compact) and the core labour standards of the International Labour Organisation (ILO).

1.1.3 Foreign trade law

The applicable export control regulations, in particular the applicable sanctions and embargo regulations, are complied with.

1.1.4 Anti-corruption

We comply with international and national anti-bribery laws and standards and ensure that private individuals or public officials or mandate holders are not offered or receive gifts or other benefits that are intended to influence decisions or otherwise encourage them to violate their obligations.

1.1.5 Compliance with regulations against money laundering and terrorist financing

The applicable regulations against money laundering are complied with, in particular refraining from channelling illegal funds into the legal financial and economic cycle or collecting or providing assets that are used or intended to be used in whole or in part to finance terrorism.

1.1.6 Data protection

We comply with data protection laws and regulations. In particular, personal data is only processed if there is a legal basis for processing the data and if this is necessary for legitimate and predetermined purposes. The processing of the data is transparent for the data subjects and the rights of the data subjects are safeguarded.

1.1.7 Intellectual property

We respect intellectual property rights; technology and expertise are transferred in such a way that intellectual property rights and customer information are protected.

1.1.8 Private or public security forces

We do not employ or use private or public security forces if this could lead to a violation of the prohibition of torture and cruel, inhuman or degrading treatment, injury to life or limb or impairment of the freedom of association and union due to a lack of instruction or control on our part when deploying the security forces.

1.1.9 Avoidance of conflict materials

As part of our due diligence on conflict materials, we expect our Business Partners not to supply us with products containing metals from conflict-affected and high-risk areas. Business Partners must establish processes in accordance with the Organisation for Economic Co-operation and

Development (OECD) Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas. Smelting and refining without adequate, audited due diligence processes should be avoided.

1.2 Commitment to quality and continuous improvement

1.2.1 Compliance with quality requirements

The generally recognised and contractually agreed quality requirements are complied with. Products and services fulfil the warranted performance and quality and are safe for the intended use.

1.2.2 Management system

We operate a quality and environmental management system based on common standards to control processes and comply with laws, taking into account recognised safety standards. We live the principle of continuous improvement by rectifying identified deficiencies, including in relation to the commitments and expectations in this Code of Conduct. We use processes and systems that optimise the sustainable use of energy, water and raw materials and continuously reduce negative impacts.

1.2.3 Process safety

We address product and environmental aspects throughout the product life cycle and consider their impact at every stage. Safety programmes to control and maintain process safety in accordance with applicable standards are a prerequisite. Risk analyses and measures to prevent incidents are carried out, particularly for high-risk equipment.

1.2.4 Product responsibility

We set the highest standards for the quality of our products and support our customers in handling them safely and in an environmentally friendly manner. We emphasise risks associated with their use. We expect our Business Partners to provide all necessary product information, in particular on composition, use, further processing and disposal, prior to the delivery of goods in order to ensure the prescribed legal handling.

1.3 Social responsibility

1.3.1 Exclusion of forced labour and slave labour

We reject any form of forced labour, slave labour or comparable work. All work must be voluntary and employees must be able to terminate their work or employment relationship at any time. We expect our Business Partners not to use labour that has been obtained under duress, for example under threat of disciplinary measures. ILO Convention 29 (Forced and Compulsory Labour) including the associated Protocol of 11.06.2014 and ILO Convention 105 (Abolition of Forced Labour) must be complied with.

1.3.2 Prohibition of child labour

Child labour must not be used at any stage of the manufacturing and delivery processes. All parties involved must at least comply with ILO Conventions 138 (minimum age) and 182 (prohibition and immediate elimination of the worst forms of child labour).

1.3.3 Working hours, wages and social benefits

The working hours of all employees are regulated in accordance with applicable law and industry standards. The remuneration policy is fair and fulfils the minimum wage level and the minimum social

benefits in accordance with local and industry standards and laws as well as ILO Convention 100 (equal pay for male and female workers for work of equal value). Deductions from wages as a punitive measure are not permitted. Employees receive regular written information on the composition of their remuneration, including social benefits.

1.3.4 Freedom of association

The fundamental right to freedom of association and the right to collective negotiation, as well as the free and independent association of employees for the purpose of conducting negotiations, is made possible. The provisions of ILO Conventions 87 and 98 (right to organise) must be complied with.

1.3.5 Prohibition of discrimination

We protect our employees from discrimination in any form. This applies, for example, to discrimination based on gender, race, caste, skin colour, disability, political conviction or activity, membership of an employee organisation, origin, religion, age, pregnancy or sexual orientation. We respect the personal dignity, privacy and personal rights of every individual. The provisions of UN Covenant I (economic, social and cultural rights) and UN Covenant II (civil and political rights) are complied with.

1.3.6 Health and safety in the workplace

The applicable regulations on health protection and work safety are complied with. All parties involved ensure a safe, healthy and hygienic working environment and take measures to prevent or minimise accidents and damage to employees' health.

1.3.7 Complaints mechanisms

We have set up complaints mechanisms that make it possible to report information on violations of legal regulations or duties of care. The responsibilities for handling cases are clearly defined and are carried out effectively and efficiently while maintaining confidentiality and personal privacy and complying with applicable law.

1.4 Ecological responsibility

1.4.1 Environmental protection and preservation of livelihoods

We comply with the applicable laws on environmental and climate protection. We take and promote measures to reduce emissions and waste and to increase resource efficiency. This is done either directly at the point of origin or through processes and measures, e.g. by changing production and maintenance processes or procedures within the company, by using alternative materials, by making savings, by recycling or by reusing materials.

1.4.2 Energy consumption/efficiency

We monitor and document energy consumption. We implement cost-effective measures to improve energy efficiency and minimise energy consumption.

1.4.3 Treatment and discharge of industrial wastewater

Wastewater from operations, production processes and sanitary facilities is typified, monitored, checked and treated if necessary before discharge or disposal. We also take measures to reduce the generation of waste water.

1.4.4 Dealing with air emissions

General emissions from operating processes (air and noise emissions) and greenhouse gas emissions are typified, routinely monitored, checked and, if necessary, treated before they are released. We also see it as our responsibility to monitor existing exhaust gas cleaning systems and find economical solutions to minimise any emissions.

1.4.5 Dealing with waste and hazardous substances

We follow a systematic approach to identify, handle, reduce and responsibly dispose of or recycle solid waste. In doing so, we comply with the prohibitions on the export of hazardous waste in the Basel Convention of 22 March 1989 in its current version. Chemicals or other materials that pose a risk if released into the environment are identified and handled in such a way that safety is ensured when handling, transporting, storing, using, recycling or reusing and disposing of these substances. Mercury shall be used in accordance with the prohibitions of the Minamata Convention of 10 October 2013 and persistent organic pollutants in accordance with the Stockholm Convention of 23 May 2001, as amended.

1.4.6 Conservation of natural resources

Land, forests or waters whose use secures the livelihoods of natural persons must not be taken away in violation of legitimate rights. Harmful soil changes, water and air pollution, noise emissions and excessive water consumption must be avoided if this harms people's health, significantly impairs the natural basis for food production or prevents people's access to safe drinking water or sanitary facilities.

2. Implementation

2.1 Avoidance of breaches of duty and risks

We ensure and expect our Business Partners in relation to the joint supply chain to identify risks and violations of the principles in this Code of Conduct and to take appropriate measures to minimise and avoid them.

2.2 Duty to report

In the event of suspected violations, the Business Partner must inform Abifor promptly and, if necessary, regularly about the identified violations and risks as well as the measures taken and their effectiveness.

2.3 Review

Abifor reserves the right to verify compliance with the standards and regulations listed in this document by means of disclosures, audits, certificates or statements. If a breach of the provisions of this Code of Conduct is identified, the Business Partner will be notified of this in writing within one month and given a reasonable period of time to bring the contested circumstance into line with this regulation.

2.4 Right to terminate the cooperation in the event of a breach of duty

If a breach has been committed wilfully or negligently and makes it unreasonable for Abifor to continue the contract until ordinary termination, Abifor may terminate the contract after the deadline set has expired without result if this was announced when the deadline was set. A statutory right to extraordinary cancellation without setting a deadline remains reserved, as does the right to compensation.

3. Contact for messages

In the event of breaches, suspected violations and all other issues relating to the Code of Conduct, please contact the following e-mail address: compliance@abifor.com.

Abifor will process your report/enquiry carefully, efficiently and with the necessary confidentiality.

4. Acknowledgement and consent of the Business Partner

By signing this document, the Business Partner confirms that it has received and understood the Code of Conduct. He hereby undertakes to act responsibly and to comply fully with the principles and requirements set out. The Business Partner further undertakes to communicate the content of this Code of Conduct to its employees, agents and subcontractors in a consistent and comprehensible manner and to take all necessary precautions for the implementation of the requirements.

Business Partner: _____

Name of signatory: _____

Date: _____

Company stamp and authorised signature

Abifor AG, 25 January 2024



Peter Hinder, CEO

**We bond what belongs
together.**

Abifor AG

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