

Supplier Code of Conduct (as of: March 2016)

I. Basic information

Masa GmbH and its subsidiaries (hereinafter referred to as Masa) expect their suppliers to comply with the respectively applicable national laws, the principles of the "United Nations Global Compact", as well as this "Masa Supplier Code of Conduct" in all their activities. Masa furthermore expects them to support continuous improvement regarding the principles and requirements of the Masa Supplier Code of Conduct and in turn to require the companies affiliated with them to comply with all applicable laws, as well.

II. What Masa expects

1. Treatment of employees

Masa expects its suppliers to comply with the basic employee rights of the respectively applicable national legislation.

2. Discrimination

Masa expects its suppliers to promote equal treatment and equal opportunity and to prohibit any kind of discrimination. No employee must be discriminated against due to his or her age, sex, skin colour, culture, ethnic origin, sexual identity, a disability, religious affiliation, or world view.

3. Working hours and remuneration

Masa expects its suppliers to comply with the respectively applicable national legislation regarding working hours.

Masa moreover expects the employees of its suppliers to receive a remuneration in line with the respectively applicable national laws.

4. Protection of health and occupational safety

Masa expects its suppliers to comply with the respectively applicable national laws regarding the protection of health and occupational safety.

5. Product safety

Masa expects its suppliers to fulfil all requirements on the safety and quality of their products in the context of their contractual or legal obligations. Regarding machines, Masa expects them to carry out risk assessments in compliance with the law and to observe the relevant standards and laws, such as the Machinery Directive. Suppliers have to carry "product liability insurances" with adequate coverage that are valid worldwide if they deliver machines or other products that could affect the safety of a machine or plant by Masa in any way.

6. Environmental protection

Masa expects its suppliers to comply with the respectively applicable national environmental laws.

7. Confidentiality

Masa expects their suppliers to treat all information not generally public that is disclosed or made available to them by Masa as confidential and to not pass this information on to third parties, regardless of whether it is labelled as confidential or not.

Confidential information must be used exclusively for the purpose of collaborating with Masa.

8. Prohibition of corruption and bribery

Masa expects its suppliers to not tolerate corruption and to ensure the compliance with the relevant anti-corruption laws within their companies. In particular, the suppliers ensure that their employees, sub-contractors, or representatives do not offer, promise, or grant advantages to employees of Masa or third parties close to them with the objective to obtain an order or any other type of preferential treatment in their business dealings.

9. Invitations and gifts

Masa expects its suppliers to not abuse invitations and gifts for the purpose of influencing their business dealings. Invitations and gifts to employees of Masa or persons close to them are only permitted if occasion and scope are appropriate, meaning that they can be considered generally accepted business practice in that location. Likewise, the suppliers of Masa do not demand inappropriate advantages from employees of Masa.

10. Prevention of conflicts of interests

Masa expects its suppliers to make decisions regarding their business activities with Masa based exclusively on objective criteria. The very first signs of conflicts of interest due to private matters or other economic and other activities, including by close persons or organizations, have to be prevented.

11. Free competition

Masa expects its suppliers to observe all applicable anti-cartel laws and the laws regarding the protection of intellectual property, especially the protective rights of third parties, as well as the law against unfair competition.

Suppliers will neither participate in agreements with competitors that violate anti-cartel laws nor abuse possible market-dominating positions.

12. Money laundering

Masa expects its suppliers to observe the relevant laws regarding the prevention of money laundering and to not participate in money-laundering activities.

13. Supplier relationships

Masa expects its suppliers to encourage their sub-contractors and suppliers to comply with the described standards regarding human rights, occupational safety, working conditions, product safety, and corruption prevention in the context of the fulfilment of their contractual obligations.

14. Compliance with the Masa Supplier Code of Conduct

Every violation of the basic principles and requirements listed in the Masa Supplier Code of Conduct shall be considered an essential infringement of the contractual relationship on the part of the supplier. If the non-compliance of the principles and requirements described in the Masa Supplier Code of Conduct is suspected, Masa reserves the right to demand information on the respective circumstances of the case. Masa furthermore has the right to cancel, without notice and for exceptional reasons, contractual relationships with suppliers who demonstrably do not comply with the Masa Supplier Code of Conduct or who do not seek and implement improvement measures after an appropriate deadline has been set.