



BURG DESIGN Supplier Code of Conduct

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1. Preamble

BURG DESIGN GmbH (hereinafter referred to as 'BURG') is a specialist in the design and production of large screen prints . BURG supports the sustainability initiative of the German chemical industry (Chemie³) actively committed to the progress of a sustainable chemical industry.

BURG recognizes its responsibility within its own company, towards customers and suppliers, as well as towards the environment and society. In particular, its actions are guided by the values of integrity and fairness, regardless of whether its activities are carried out inside or outside Austria. For this reason, BURG supports initiatives and principles such as the UN Global Compact and the OECD Guidelines for Multinational Enterprises and is committed to anchoring them in its business principles and procedures. This Code of Conduct for Suppliers (hereinafter referred to as 'Code of Conduct') defines our requirements with regard to general business principles and fair competition, labor and social standards, environmental protection and product safety. BURG requires suppliers and service providers to comply with these requirements.

The Code of Conduct applies to all suppliers and service providers with whom a direct business relationship exists (hereinafter referred to as 'Business Partners').

2. Responsible Business Practices

2.1 Compliance with Laws, Recognized Standards and Guidelines

The Business Partner agrees to comply with the applicable national laws in all business actions and decisions and observes the relevant internationally recognized standards, guidelines and principles, in particular the principles of the United Nations Global Compact, the Universal Declaration of Human Rights, the conventions of the United Nations Organization and the core labor standards of the International Labor Organization (ILO) as well as the OECD Guidelines for Multinational Enterprises. In addition, the Business Partner is expected to comply with its internal company guidelines and voluntary commitments.

Compliance with this Code of Conduct and the above standards may not be circumvented by collateral agreements, such as contractual agreements or comparable measures.

2.2 Corruption Prevention

The Business Partner undertakes to comply with international and local anti-corruption laws and standards. The Business Partner shall not attempt, either domestically or abroad, to influence business partners in a punishable manner by exchanging gifts or offering or accepting other (monetary) benefits and/or remuneration.

2.3 Antitrust and Competition Law

The Business Partner shall observe the relevant national and international antitrust laws as well as the laws against unfair competition. Agreements on prices or conditions with competitors are therefore to be refrained from, as are other agreements restricting competition, which include in particular agreements with competitors for the purpose of market or customer allocation.

2.4 Privacy

The Business Partner shall comply with the applicable regulatory framework under data protection law. Personal data may only be collected, processed or used to the extent that this is necessary for specified and legitimate purposes. The use of the data must be transparent for the data subjects; the rights to information and correction and, if applicable, to objection, blocking and deletion must be safeguarded.

2.5 Confidentiality and Information Security

BURG's intellectual property rights and other sensitive information are important corporate assets that may exist in both logical and physical form and must be carefully protected by our employees. In addition to our self-imposed requirement and interest in adequately protecting company-specific information, it is a matter of course for BURG to also handle our customers' and partners' sensitive information appropriately, thus ensuring its confidentiality, integrity and availability at all times.

We therefore expect our business partners to handle sensitive information with equal care. The Business Partner commits to safeguard sensitive information with state of the art and appropriate protective measures. Furthermore the Business Partner has to inform BURG without delay of all actual and potential information security incidents which may have an impact on BURG, the sensitive information or the business relationship. This applies in particular if information obligations have to be fulfilled which result from applicable laws on notification of data breaches affecting either BURG or the Business Partner or both. The notification shall be sent to ism@kurz.de. The Business Partner shall provide reasonable assistance to BURG in the event of information security incidents and/or data breaches.

In addition, the Business Partner commits to remedy in a timely and appropriate manner any vulnerabilities that may affect BURG, the sensitive information or the business relationship. Business Partner passes on the information security obligations to their suppliers who use their services for BURG in an appropriate form and to an appropriate extent.

2.6 Export and Import

The Business Partner undertakes to comply with the relevant import and export control laws, in particular sanctions, embargoes and other laws, regulations, government orders and policies controlling the transfer or supply of goods and technology.

2.7 Plagiarism

The Business Partner has to develop, implement, and sustainably maintain appropriate methods and processes for its products and services in order to eliminate the risk of counterfeit materials being introduced into its products and services. If counterfeit materials are detected, the Business Partner will inform the original equipment manufacturer (OEM) immediately and notify the responsible authorities if necessary.

2.8 Financial Responsibility

The Business Partner agrees to keep comprehensive, accurate and truthful records of all business transactions. No false, misleading, or fictitious entries shall be made in the books and records of the business on purpose. All business transactions shall be fully and completely documented. Labor, travel, material and other costs shall be recorded truthfully.

2.9 Conflict of Interest

The Business Partner must make its decisions exclusively on the basis of objective criteria and must not allow itself to be influenced by unrelated relationships. The Business Partner must disclose potential or actual conflicts of interest and deal with them appropriately.

3. Working Standards

3.1 Occupational Safety and Health Protection

BURG is committed to preventing accidents in the workplace and work-related illnesses. This serves the well-being and satisfaction of the employees and at the same time makes a decisive contribution to the success of the company.

We expect our Business Partner to provide a safe, healthy and hygienic working environment and to take necessary measures to prevent accidents and damage to health that may arise in connection with the activity. In doing so, internationally recognized occupational safety standards shall be complied with. In addition, the Business Partner supports continuous improvement of the working environment and attaches importance to safety-promoting employee training.

3.2 Working Hours

Working hours shall comply with applicable national law, industry standards or relevant ILO conventions, whichever is more stringent.

3.3 Wages and Benefits

The Business Partner shall ensure that the wage paid to the employees at least corresponds to the statutory minimum wage or the minimum wage prescribed in the industry. In addition, social benefits must be provided that meet the respective national or local standards.

3.4 Training and Qualification

Wherever possible, the skills of employees are to be promoted at all levels through appropriate training and development measures.

3.5 Complaint Mechanism

The Business Partner is expected to establish communication channels for employees to report possible unlawful conduct.

4. Human Rights & Fundamental Rights

4.1 Human Rights

The Business Partner respects and supports the observance of human rights (see the United Nations Universal Declaration of Human Rights).

4.2 Approach to Child Labor

The exploitation of children and adolescents is not tolerated. The Business Partner shall observe the regulations of the United Nations on human rights and children's rights and undertakes in particular to comply with the Convention concerning Minimum Age for Admission to Employment (Convention 138 of the International Labor Organization) and the Convention Concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labor (Convention 182 of the International Labor Organization). If a national regulation concerning child labor provides for stricter standards, the Business Partner shall observe these as a matter of priority.

4.3 Approach to Forced Labor

Any form of forced or compulsory labor will not be tolerated. This means that the Business Partner will not use any work performance that is involuntary under threat of punishment, including forced overtime, debt bondage, forced prison labor, slavery or servitude. The Business Partner also undertakes to take action against forced and compulsory labor.

4.4 Freedom of Association and Right to Collective Bargaining

The Business Partner respects the fundamental right to freedom of association and the right to collective bargaining within the framework of national laws and ensures that this is not impaired.

In the event that domestic standards restrict the right to organize and bargain collectively, the Business Partner should work to enable and permit the free and independent association of workers for the purpose of bargaining.

4.5 Disciplinary Measures and Dealing with Employees

BURG expects the Business Partner to treat its employees with dignity and respect. Sanctions, fines, other penalties or disciplinary measures may only be taken in accordance with applicable national and international standards and human rights.

The Business Partner shall ensure that no employee is subjected to verbal, psychological, sexual and/or physical violence, coercion or harassment.

4.6 Approach to Discrimination

It is expected that equal treatment of all employees is an essential principle of the Business Partner's corporate policy. The Business Partner refrains from any form of discrimination, for example on the basis of ethnic, national and social origin, skin color, gender, age, religion and ideology, political activity, membership in an employee organization, disability, sexual orientation or other personal characteristics. The Business Partner undertakes to maintain equal opportunities in employment. The respective statutory provisions shall apply.

4.7 Dealing with Minorities and Indigenous Peoples

BURG expects that the Business Partner respects the rights of local populations, minorities, indigenous peoples and other vulnerable groups and strives to avoid negative impacts on them.

4.8 Use of Private or Public Security Forces

Insofar as the Business Partner employs its own security forces to protect its operations or commissions private security service providers, it must ensure that these respect internationally recognized human rights. The Business Partner may not commission private security service providers or use public security forces if these disregard human rights.

5. Environmental Protection

5.1 Environmental and Climate Protection

The protection of people and the environment is an integral part of the corporate policy. BURG expects its Business Partners to minimize environmental impact, to observe and continuously improve environmental and climate protection with regard to applicable international standards and statutory requirements. This includes the avoidance of emissions and waste as well as steps to increase resource efficiency. To this end, suitable and traceable measures shall be taken and management systems (e.g. in accordance with ISO 14001 or equivalent system) shall be operated in order to ensure the protection of the environment and the climate. BURG expects from its Business Partner the safe and environmentally compatible development and manufacture of products as well as their packaging and transport.

Business partners are selected and evaluated with due regard to environmental and safety aspects. The success of the cooperation between BURG and the Business Partner is based on trust, transparency, reliability and fairness.

5.2 Waste and Emissions, Decarbonization

The Business Partner is expected to maintain procedures and systems that ensure the safe handling, transportation, storage, recycling, reuse and management of raw materials, materials and waste. Any generation or disposal of waste and any release of substances into the air, including greenhouse gas emissions, into soil or water that could have adverse effects on human health or the environment shall be reduced to the maximum extent practicable and the substances shall be adequately handled, controlled and/or treated before release into the environment. The Business Partner is required to improve the environmental compatibility of products through use of appropriate procedures and systems and to actively reduce greenhouse gas emissions along the entire supply chain (decarbonization), for example through the increased use of carbon-neutral energy sources. The Business Partner is expected to maintain procedures and systems that sustainably optimize the use of all relevant resources such as energy, water and raw materials..

5.3 Process Safety and Security

It is expected that the Business Partner uses a management system to control work processes taking into account recognized safety standards. If necessary, specific risk analysis are to be carried out for machines. For all facilities, the Business Partner shall take measures to prevent incidents, such as chemical spills and/or explosions.

5.4 Land Rights, Forest and Water Rights, and Eviction

The Business Partner is required to avoid forced evictions as well as the seizure of land, forests and waters when acquiring, developing or otherwise using land, forests and waters. BURG expects the Business Partner to comply with and implement all relevant national and international, legal and regulatory requirements in this respect.

5.5 Biodiversity, Land Use and Deforestation

The Business Partner is expected to support activities for conservation of biodiversity and animal welfare, to optimize land use in potential construction projects, and to ensure along a deforestation-free supply chain that the production of agricultural commodities (e.g. soy, palm oil, wood or leather) does not affect the forest ecosystems in a defined area either in its size or its condition.

6. Product Responsibility

6.1 Product Safety

The Business Partner shall comply with the relevant country-specific laws and legal requirements. The Business Partner undertakes to provide BURG with all relevant product information, in particular on the composition, use (processing instructions or assembly instructions as well as occupational safety measures) and, if applicable, disposal of its products in good time prior to delivery/service. Furthermore, complete documentation is required for compliance with laws such as safety data sheets, labeling regulations, etc. Information provided by BURG shall be included in the relevant documents.

6.2 Clinical Studies and Animal Welfare

The Business Partner is expected to conduct clinical studies and/or animal testing in accordance with international guidelines and applicable national and local regulations. In general, the 3R principle (Replace, Reduce, Refine) must be applied to animal testing. The aim is to replace animal testing with scientifically valid, regulatory approved in vitro methods.

6.3 Conflict Minerals

The Business Partner shall ensure that no products are supplied to BURG that contain metals whose source minerals or derivatives originate from conflict and high-risk areas where they contribute directly or indirectly to the financing or support of armed groups. EU Regulation 2017/821 establishing supply chain due diligence obligations applies.

7. Implementation and Requirements

7.1 Implementation

The Business Partner shall make the requirements of this Code of Conduct known to its own employees as well as to direct suppliers and service providers to ensure compliance.

If the Business Partner has established its own code of conduct or company policy with the requirements listed in this Code of Conduct, evidence of compliance with the same must be provided. If the Business Partner does not have its own code of conduct, etc., it should commit itself to this Code of Conduct and comply with the specified requirements.

BURG recommends striving for continuous improvement with the help of a suitable management systems (definition and documentation of responsibilities, procedures, objectives and measures). Violations identified by the Business Partner must be remedied without delay and any improvement approaches that can be derived from them must be examined comprehensively.

BURG expects its Business Partner to work towards consistent further dissemination of the requirements of this Code in its supply chains.

7.2 Information and Communication

This Code of Conduct can be viewed on the Internet at www.burg-design.com/en/sustainability at any time and printed out from there and shall be made available by the Business Partner to the relevant employees.

7.3 Monitoring and Reporting

BURG reserves the right to verify compliance with the aforementioned requirements either by BURG itself, by independent third parties, by certificates and statements or subject-specific on-site audits.

The Business Partner must report to BURG any serious concerns about non-compliance with this Code of Conduct. To do so, the Business Partner may contact the management of BURG or compliance@kurz.de.

7.4 Sanctions and Remedies

Any material breach of the aforementioned obligations shall be considered by BURG as a breach of contract by the Business Partner and shall be legally assessed in each individual case.

If possible, BURG will give the Business Partner the opportunity to implement appropriate remedial measures.

BURG DESIGN GmbH
Im Stadtgut Zone A
4407 Steyr/Austria
Phone: +43 7252 37142-0

www.burg-design.com

Version 1.0 as of 10/2023