

***mateco***

# Business Partner Charter

- mateco Group -



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## **1. Foreword**

For our customers, our employees and the global community, interacting with mateco means working with a reliable partner, who has set-up for itself higher quality standards for doing business. Compliance with applicable laws and regulations is common sense for mateco.

We all know at mateco, that this commitment requires constant vigilance and a joint effort from everyone working for or with mateco. The involvement of each business partner is a key driver for success.

The present Charter sets forth what mateco expects from its business partners and any other individuals or companies acting for or on behalf of mateco either directly or indirectly.

## **2. Minimum requirements mateco expects from its business partners**

<b>Diversity</b>	To not tolerate any form of discrimination against employees, applicants, clients, business partners or any other individuals with whom it interacts with, because of race, national or ethnic origin, gender, pregnancy, marital or parental status, age, disability, religion or belief, sexual orientation or any other discriminatory feature as defined by applicable laws and regulations or publicly recognized standards.
<b>Respect</b>	(i) To treat everyone (employees, applicants, clients, business partners, etc.) with courtesy, honesty and dignity. Harassment, bullying or intimidation shall not take place.  (ii) To support protection of Human Rights and to not tolerate any form of forced or child labor.
<b>Compliance</b>	(i) To comply with applicable laws, regulations and any other applicable standards for doing business as applicable to them.  (ii) To comply with the bans and potential sanctions that must be observed by the participants in international trade, as set forth by relevant international conventions, laws and regulations pertaining to foreign trade.  (iii) To comply with anti-trust laws and regulations.  (iv) To ensure confidentiality of all what is related to our business relationship & IP rights that would apply to a specific process.
<b>Integrity</b>	(i) Prohibition of any form of corruption or facilitation payment.

	<p>(ii) Prohibition of any kind of fraudulent activities (fraud, theft, misappropriation) towards mateco or any other third party (subcontractor, consultant, etc.).</p> <p>(iii) To ensure proper disclosure and resolution of conflict of interest in a timely manner.</p>
<b>People</b>	<p>(i) To adhere to statutory regulations on fair working conditions and payments.</p> <p>(ii) To protect the health &amp; safety of the employees in the workplace.</p> <p>(iii) To ensure the ongoing protection of individual's privacy and personal data.</p>
<b>Environment</b>	<p>To cope with continuing evolving climate and environmental standards for a sustainable future</p>

### **3. Contact**

Should anyone need advice in respect of the principles set forth in the mateco business partner charter, or should you intend to report or discuss a compliance concern, please feel free to contact us.

**mateco GmbH**

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