

Supplier self-disclosure



The information received will be treated confidentially and will not be made available to third parties. Please answer all questions.

FO 33 / Rev.1

General information / data supplier:

Supplier no. internal
(please do not fill in)

Number of employees:

Commercial sector:

Technical sector:

Quality management:

Total:

Company:

Street:

Postcode, City:

Country:

Phone:

Fax:

E-Mail:

Homepage:

Associated plants:

Company association:

Turnover in Euro:

Estimated current year:

last year:

year before last:

Responsible contact persons:

Managing Director / Owner

Phone:

E-Mail:

Commercial sector:

Phone:

E-Mail:

Technical sector:

Phone:

E-Mail:

QM-Sector:

Phone:

E-Mail:

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Terms of delivery / terms of payment:

BIC:

IBAN:

Price setting:	CPT Pfullingen	yes	no
Packaging:	included	yes	no
Payment:	within 14 days 3%; or 30 days net	yes	no

Is there a product liability insurance? yes no

Coverage amount:	Product recalls	Euro / Year
	Personal injury	Euro / Year
	Property damage	Euro / Year

Quality / Environmental Management:

Certification according to: (add copies)	DIN EN ISO 9001	DIN EN ISO 14001
	DIN EN ISO 50001	Others

Please answer if there is no certified quality management:

Are there written specifications for the QM system (e.g. QM manual, process descriptions, work instructions, responsibilities)?	yes	no
Do you have test and measurement equipment that can be calibrated?	yes	no
Are there written manufacturing and testing instructions?	yes	no
When do you plan to introduce a QM system?		
Are incoming goods and outgoing goods checked for quality and are the results documented in writing?	yes	no

Notes:

Please enclose the following documents, if available:

Organisation chart	Machine list	Manufacturing / test instruction
Company brochure	QM certificates	

Product range:

Please list in brief:

Which communication software do you use for data exchange?

To which companies have products already been delivered?

Company:

Products:

Production facilities (please separate facility if necessary)

Production facility:

Size:

Processed materials:

Management Ihrer Lieferanten:

Are you, as a contractor of BeeWaTec AG (if applicable), prepared to contractually cooperate to your suppliers by contract?	yes	no
Are there criteria for the selection, approval and monitoring of your suppliers?	yes	no
Is information security taken into account in the management of suppliers?	yes	no
Do you keep a list of approved suppliers with type and scope?	yes	no
Are your suppliers regularly evaluated?	yes	no
Are procedures in place in case suppliers do not meet the requirements you set them (such as quality)?	yes	no
Are corrective actions taken by BeeWaTec AG forwarded to the suppliers concerned?	yes	no
Is the traceability of the procured products guaranteed?	yes	no

The questionnaire was completed by:

Date:

Signature:

Position:

Confirmation Code of Conduct Suppliers

Please now read as Appendix 1, the Supplier Code of Conduct.

CONFIRMATION

We undertake to comply with the enclosed Code of Conduct and agree to make it an integral part of current and future supplier contracts.

Date:

Signature:

Position:

Return the completed form (incl. the above-mentioned documents) to the following address by KW at the latest:

Company: BeeWaTec AG

Street: Kunstmühlestr. 16

Postcode,City 72793 Pfullingen

Fax: 07121 628 716-499

E-Mail: purchasing@beewatec.com

Appendix 1: Code of Conduct Suppliers

1. Compliance with legal regulations

BeeWaTec expects its suppliers to comply with all laws and regulations applicable in the countries in which they operate. To the extent that the applicable legal system in a particular country does not achieve the standards of conduct set forth in this Code, we expect our suppliers and business partners to comply with them.

2. Social responsibility

2.1 Human and labour rights (this includes the prohibition of child/forced labour, discrimination, fair working time and remuneration).

Vielfalt statt Einfalt. Im Grundrecht verankert respektieren und schützen unsere Lieferanten und Geschäftspartner die Würde jedes Einzelnen. Die Lieferanten und Geschäftspartner der BeeWaTec Unternehmensgruppe verpflichten sich zu einer fairen und partnerschaftlichen Zusammenarbeit.

Der Lieferant soll seine Mitarbeitenden in Würde und Respekt behandeln und sich an die für Menschenrechte geltenden höchsten Standards halten.

Der Lieferant ist insbesondere verpflichtet:

- Not to tolerate forced labour, human trafficking, or any form of modern slavery.
- Refrain from discrimination based on gender, descent, origin and nationality, religion and world view, sexual identity and orientation, as well as physical and/or mental limitations and age.
- Not to tolerate child labour under any circumstances
- To pay employees appropriately and in consideration of the nationally applicable minimum wage requirements and minimum wage laws. This also applies to subcontractors commissioned by the supplier. The principle of fair working conditions must be observed.

2.2 Occupational health and safety

The health, safety and well-being of the supplier's employees is important to the BeeWaTec group of companies. The supplier must ensure safe and healthy working conditions for all its employees and take operational measures to protect health and ensure adequate safety. In particular, the supplier undertakes to:

- Identify and analyse health risks and reduce them through an independent process by reducing potential hazards.
- Provide all employees with appropriate and maintained protective equipment and instruct them accordingly.
- Ensure that all employees receive health and safety training at regular intervals.

2.3 **Complaint mechanisms / whistleblowing and protection against retaliation**

The supplier shall ensure that an effective grievance mechanism is implemented in its operations to protect against threats, harassment or other adverse actions. Violations of the Code of Conduct must be treated in strict confidence. This includes that retaliation against persons who report violations or misconduct is prohibited. They will not receive any disadvantages (dismissal, discrimination).

In addition, it is recommended that an open and fear-free culture, free from fears of negative consequences for the individual, is created. Employees are encouraged to seek advice and support without fear of negative consequences.

2.4 **Dealing with conflict minerals**

Suppliers shall ensure that they are aware of the link between the production of raw materials and armed conflict or human rights abuses.

For the conflict minerals tin, tungsten, tantalum and gold, as well as other raw materials such as cobalt, you have to follow the OECD Due Diligence Guidelines for Responsible Supply Chains for Minerals from such Regions. You also expect this from your supplier.

2.5 **Freedom of association and collective bargaining**

The supplier's workers must be free to join or not join a trade union/workers' representation of their choice without threat or intimidation. The supplier recognises and respects the right to bargain collectively under applicable laws.

3. **Business relations**

3.1 **Avoidance of conflicts of interest**

Our suppliers make decisions based on objective criteria. They do not allow themselves to be unduly guided by personal interests.

3.2 **Fair competition**

Our suppliers behave on a fair basis towards competition and comply with applicable legal law.

We do not tolerate any conduct, agreements or arrangements that restrict competition in any way. Suppliers neither participate in agreements with competitors that violate antitrust law nor do they abuse a possibly existing dominant position.

3.3 **Corruption and bribery**

The highest standards of integrity must be ensured in all corporate activities. The BeeWaTec group expects its suppliers to have a zero tolerance policy towards bribery, corruption, extortion and embezzlement. Appropriate procedures must be implemented to enforce and comply with anti-corruption laws.

This also applies in relation to subcontractors or agents - you ensure that no advantage is offered to your employees with the aim of obtaining a business contract or other favour.

3.4 **Money laundering**

Our suppliers comply with the relevant legal provisions on money laundering prevention and do not engage in money laundering activities.

3.5 **Dealing with information**

The supplier undertakes to ensure the protection of privacy in the use of personal data and the protection of all business data in all business processes, taking into account applicable legal data protection requirements.

Intellectual property rights shall be respected; technology and know-how transfer shall be carried out in such a way that intellectual property rights and customer information are protected.

4. **Environmental protection**

Environmental protection is important to BeeWaTec. The supplier should act in an environmentally friendly and sustainable manner. In order to continuously reduce environmental pollution and environmental hazards, our suppliers control internal systems to apply environmental management.

We expect the reduction of climate-damaging greenhouse gases and the implementation of measures to improve the energy balance of our own companies.

4.1 **Reduce consumption of raw materials and natural resources**

The supplier tries to reduce the consumption of raw materials in its business processes to the minimum possible. In particular, it attaches importance to the economical use of energy and water. If this is possible, the use of renewable energies and resources shall be applied.

4.2 **Handling waste and hazardous substances**

The supplier shall avoid, where possible, substances that pose a risk to people and the environment if released. Chemicals or other materials that pose a risk if released into the environment shall be identified and acted upon in a manner that ensures safety during their handling, transport, storage, use, recycling or reuse and disposal.

The supplier should avoid or recycle waste as far as possible. Efforts shall be made to reuse the materials used.

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The supplier shall develop procedures to regulate the transport, storage, safe and environmentally friendly treatment and disposal of waste.

4.3 Avoidance and reduction of environmental pollution (especially air emissions)

The supplier must ensure that any emissions are reduced to a minimum in accordance with the state of the art. He has implemented a control system to control polluting emissions and to treat them before they are released into the environment. He is required to find economic solutions to reduce any emissions to the minimum possible.

4.4 Air quality

The supplier shall monitor the air quality. He shall endeavour to avoid any impairment of the air quality.

4.5 Water quality and consumption

The supplier shall monitor and, where possible, reduce its water consumption and monitor water quality. It shall endeavour to avoid any impairment of the water quality.

4.6 Environmentally compatible production

In all phases of production and development, the supplier shall ensure the responsible use of raw materials and natural resources. The supplier is encouraged to check re- generative energies and to use them where possible. Attention must be paid to the economical use of energy and to the principle of recyclability or reuse of the products in natural cycles.