

# Code of Conduct for LANCOM Systems Suppliers

Revision: March 2019

## Introduction

LANCOM Systems GmbH is a leading manufacturer of trusted networking solutions for business customers and the public sector. LANCOM offers professional users secure, reliable and future-proof infrastructure solutions for all local and multi-site networks (WAN, LAN, WLAN) and firewall solutions.

In conducting its business, LANCOM has high requirements regarding corporate and social responsibility, ethical business practices and compliance with all applicable laws and regulations.

Fair treatment of suppliers and partners, in addition to economic, ecological and social aspects and the principles of anti-corruption and fair competition, is an important component of the selection process and supplier management.

To this end, LANCOM has drawn up rules of conduct that apply to relations with our customers and suppliers. LANCOM expects its suppliers to introduce comparable principles in their companies and that these principles serve as a base for mutual relationships.

The supplier hereby declares that, in its company and those of its sub-suppliers, the following aspects will be observed, corresponding regulations complied with and this compliance assured through organizational measures:

## Compliance with laws

At the sites at which it operates, the supplier undertakes to comply with all applicable laws and regulations.

## Moral values

The supplier shall not participate in any way in corruption, bribery, anti-competitive arrangements or other unfair business practices. The supplier shall monitor compliance with these principles by its employees and subcontractors and takes appropriate measures to react to any violations of which it becomes aware and to stop these effectively.

## Child labor

The supplier shall fully observe the United Nations Convention on the Rights of the Child and the legal regulations of the respective country that govern child labor. The supplier expressly renounces exploitative child labor within the meaning of ILO Conventions 138 and 182.

## Respect and dignity

The supplier shall treat its workforce with respect and shall not exercise any form of physical or psychological harassment or abuse. The supplier shall refrain from and prevent discrimination at the workplace, in particular on the grounds of age, disability, gender, religion, origin and sexual orientation (ILO 111) and ensures equal pay for men and women (ILO 100).

### **Wages and other benefits**

The supplier shall comply with all applicable laws and regulations regarding remuneration and hours of labor, including those related to minimum wages, overtime, piecework and other remuneration, and shall provide mandatory statutory benefits (ILO 1, 102, 131).

The supplier shall guarantee its employees a living wage, as well as payment for excess hours, sick pay and the granting of vacation.

### **Forced labor**

In accordance with ILO Nos. 29 and 105, the supplier shall renounce all forms of involuntary or forced labor. Employees shall receive comprehensible written contracts and a living wage. Employees shall not be charged employment fees.

### **Right of co-determination**

The supplier shall respect the right of its employees to join workers' organizations, such as labor unions (ILO 87 and 98). The supplier's employees shall have the right to participate in shaping appropriate labor conditions and to exchange information and experiences.

### **Labor conditions**

The supplier shall guarantee humane treatment and suitable deployment of its employees in accordance with international standards such as ILO or UN Global Compact. Hours of labor shall be in keeping with these and with national legislation.

### **Health and safety**

The Supplier shall guarantee compliance with all legal and regulatory requirements relating to occupational safety. It bears responsibility for the health and safety of its employees at the workplace (ILO 155) and ensures safety when using chemical substances (ILO 170). The supplier shall minimize the risks of accidents at the workplace and occupational diseases, and offer its employees training in avoidance of these risks. Ideally, the supplier is certified according to OHSAS 18000.

### **Export and import regulations**

The supplier shall abide by the respective applicable national and international embargo, export and import regulations.

### **Environment Protection**

Products, processes and procedures shall be developed and used in accordance with the current state of the art. In common with these principles, the supplier shall fulfill all environmental laws, requirements and standards applicable. Ideally, the supplier has ISO 14001, EMAS or comparable certification.

**Monitoring**

It is important to us that, if our suppliers fail to fulfill these rules of conduct, or violate them, they shall take all the necessary corrective steps to improve the situation and meet the requirements within a reasonable time. This time period depends on the type of corrective measure to be taken. If non-fulfillment or infringement occurs without recognized endeavors to undertake appropriate corrective steps, we shall consider ourselves obliged not to enter into the collaboration, or to end it. In a case of this kind, we therefore reserve the right to terminate a business relationship – without notice if necessary.

I hereby agree with all points of the code of conduct described above:

Company Name:

Address:

Country:

Name and function  
of the person  
responsible:

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Date

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Signature