

# TEKNIKUM



## Code of Conduct of Suppliers

TEKNIKUM GROUP Ltd.  
[teknikum.com](http://teknikum.com)

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# Introduction to the Code of Conduct of Teknikum Group Ltd.

## Objective

The Code of Conduct of the Teknikum Group Ltd. ("the Code") defines the minimum standards that require respect and compliance by our suppliers and sub-suppliers ("Supplier") in their business relations with TEKNIKUM Group Ltd. This document helps us in the ongoing and committed implementation of international standards such as the OECD Guidelines for Multinational Enterprises, the UN Principles on Business and Human Rights, the International Labor Organization (ILO) Fundamental Principles and the 10 Principles of the UN Global Compact, beyond our own activities, for all the links in the top of our supply chain, up to farms and plantations.

## Scope

The standards of the Code set out the requirements of a Supplier with a business relationship with Teknikum Group Ltd., including the Supplier's parent, subsidiary or affiliated companies, as well as all the other businesses with which the Supplier is in business relationship, including all employees ( permanent, temporary, agency-mediated and migrant workers), sub -suppliers and other third parties in the supply chain. It is the Supplier's responsibility to distribute, implement, and monitor the Code of Conduct in its staff, distributors, sub-suppliers, producers, and other potential parties in the Supply chain

## Compliance

Teknikum Group Ltd. expects the Supplier to abide by all applicable laws and regulations, in particular the basic pillars detailed in this Code, and to comply with international and sectoral norms and good practices. In addition, Teknikum Group Ltd. reserves the right under the Responsible Purchasing Program to check compliance with the Code through internal or external evaluation mechanisms and provide for steps to be taken to implement audit requirements or additional Responsible Purchasing Guidelines.

## Continuous development

Teknikum Group Ltd. is aware that the implementation of the standards laid down in this Code is a dynamic process and encourages its suppliers to develop their activities continuously. Failure to do so has a direct impact on the Supplier's ability to maintain a business relationship with Teknikum Group Ltd.

## Applicability

Acceptance of the Code is a prerequisite for all supplier contracts with Teknikum Group Ltd. By accepting the Order Form, by reference to the Code, Supplier accepts that all its activities are subject to the provisions of this Code. Verification of compliance with this Code or the Code does not confer on the Beneficiary the rights of a third party beneficiary. The standards of the Code complement and not replace the provisions of a statutory agreement or contract between Teknikum Group Ltd. and its suppliers.

# The pillars of the Teknikum Group Ltd. Code of Conduct



## Human Rights

Teknikum Group Ltd. fully supports the UN framework and directives governing the business and human rights relationship and expects the Supplier to respect all human rights, including labor law, in its business activities.

### Minimum Requirements:

#### Freedom of association and collective bargaining

The Supplier must provide its employees with the right to freedom of association and collective bargaining in accordance with all applicable laws and regulations.

#### Forced labor

The Supplier may under no circumstances be forced to work for forced labor, under compulsory or compulsory labor, and in accordance with the ILO Convention No. 105 on the Elimination of Forced Labor, and may not otherwise benefit from it. Forced labor is any form of contractual bondage, such as the use of physical punishment, detention, violence as a punishment method and the control of employees as a precondition for employment by retention of their identity documents, passports, work permits or deposited funds. If the Supplier applies in a lawful manner migrant or disciplinary employees, he / she must notify Teknikum Group Ltd. That he / she must check the appropriate documentation that the Supplier has provided.

#### Employment practices

The Supplier may only employ employees who have a legitimate license to work in the Supplier's facilities and are responsible for verifying the suitability of the workers for the particular work through appropriate documentation. All work must be voluntary, and workers must be guaranteed the right to leave the work or to terminate their employment if the employer is informed in good time. Work must be as far as possible based on a recognized employment relationship established by national laws and practices. Obligations imposed by statutory employment and labor law or social security laws and regulations can not be avoided against employees by means of work contracts, subcontracting or teleworking arrangements, or by using traineeships that do not have a traineeship or regular employment relationship or the excessive use of fixed-term employment contracts.

In the case of employment by employment agencies as third parties, the Supplier shall comply with the International Labor Organization's Convention No. 181 on Private Employment Agencies.

#### Lower age of employment

In accordance with ILO Convention No. 138 on Minimum Age of Employment and ILO 182 on the Prohibition of the Worst Forms of Child Labor, the use of child labor for the Supplier is strictly prohibited. The 138th ILO Convention on the Minimum Age of Employment states that 15 children (or 14 children under 14 in some developing countries) can not work, taking into account the ILO or national law exceptions.

If the Supplier's employees are juveniles, it must demonstrate that employing young people does not exert excessive physical risks that may adversely affect their physical, mental or emotional development.

#### Fair and Equitable Treatment

In the course of its activities, the Supplier is obliged to demonstrate fair, respectful and honest treatment vis-à-vis its employees:

- The Supplier may not discriminate in its recruitment and employment practices on the basis of criteria such as race or national origin, color, religion, sex, age, physical disability, sexual orientation, political affiliation, trade unions, membership, results of medical examinations or marital status.
- No form of psychological, physical, sexual or oral abuse, intimidation, threats or harassment should be tolerated.
- Supplier must respect the privacy of its employees when it comes to collecting private information or implementing employee monitoring practices.
- The Supplier is required to ensure, directly or contractually, that personnel and property are safe and secure for their personal and property safety, to ensure that the safety staff also comply with the above standards of fair and equal treatment.

#### Working time and rest days

Supplier is required to ensure that the work of its employees complies with all applicable laws and binding industry standards for regular working time, overtime, breaks, rest periods, holidays, maternity and paternity leave. In the absence of a legal provision, the Supplier may not require a regular working hour of more than 60 hours of work, its employees must provide at least one day off after six consecutive business days, and may not make overtime work compulsory and compensate it with increased wages.

#### Wages and benefits

The Supplier shall provide its employees with at least national law or sectoral standards (whichever is the higher) adequate wages and allowances and binding collective bargaining agreements (including contracts relating to overtime and other raised remuneration agreements). Wages always have to cover the basic needs of employees and their dependents who are officially entitled to do so, in addition to being free to use part of them. In his employment and wage practices, the Supplier shall not be allowed to use any spell-off or other deductions or any discrimination.

## Security and health

Teknikum Group Ltd. expects the Supplier's operating and management systems and its employees to cooperate in preventing work-related injuries and illnesses.

### Work environment

The Supplier is obliged to provide a safe and healthy work environment for its employees. Minimum Requirements: Provide drinking water, adequate lighting, temperature, ventilation, hygiene and personal protective equipment along with equipped workstations. In addition, the standards laid down by applicable laws and regulations must be observed in the construction and maintenance of facilities.

### Housing conditions and respect for the private sector

If this is provided by the Supplier, all applicable laws and regulations must be observed in the construction and maintenance of grid facilities and these facilities must be clearly separated from the factory and production area. Every nether building must be clean and safe, and any of these workers must have it free entry and exit times must be provided. It is essential to ensure clean toilet facilities, access to drinking water, hygienic rooms for preparing and storing food. All accommodations should provide a reasonable personal space, adequate heating and ventilation, and clean showers and washbasins for workers.

### Emergency preparedness

The Supplier is required to prepare for any emergencies. This includes employee notification and evacuation procedures, emergencies and exercises, appropriate first aid kits, appropriate fire detection and fire extinguishers, and appropriate emergency exits. Supplier must regularly train its employees in the preparation of emergency plans, responsiveness and medical care.

### Product quality and product safety

All products and services provided by the Supplier must comply with the quality and safety standards required by applicable law. When the supplier maintains business relations with Teknikum Group Ltd. The Supplier shall comply with the quality requirements of Teknikum Group Ltd.

## Environmental sustainability

Teknikum Group Ltd. expects its Supplier to comply with all applicable environmental legislation and to demonstrate the continuous development of its environmental performance.

### Environmental permits and notification requirements

In order to comply with the laws at all times, the Supplier must ensure that all necessary environmental permits are obtained and registration, the maintenance and compliance with the notification directives related thereto.

### Environmental Management System

The Supplier is required to document and implement a relevant environmental management system (based on international standards such as ISO 14001: 2015), which aims to identify, control and mitigate significant environmental impacts.

### Dangerous substances and product safety

Supplier must identify hazardous substances, chemicals and preparations and ensure their safe handling, transportation, storage, recycling, reuse and disposal. The Supplier must strictly comply with all applicable laws and regulations on hazardous substances, chemicals and preparations. The Supplier shall comply with the material restrictions and product safety requirements laid down by applicable laws and regulations. Supplier must ensure that its key employees are familiar with product safety practices and receive training in this respect.

### Resource utilization, pollution prevention and minimization of waste generation

The Supplier is required to optimize the use of natural resources, including energy and water. The Supplier is obliged to take and justify appropriate measures to prevent pollution and minimize the formation of solid waste, sewage and gas emissions. Prior to discharge or dumping, the Supplier shall be required to characterize and manage wastewater and solid waste in an appropriate manner and in accordance with applicable laws and regulations.

### REACH

If the products are subject to REACH regulations, suppliers must declare that their products are in compliance with REACH regulations. The supplier is always required to inform Teknikum Group immediately, if or when it comes to its knowledge that any SVHC is present in its products. Teknikum also requires information from the supplier if any substances restricted by the Annex XVII of REACH are present in the products even when the usage might not be the same as in the restriction.

### RoHS

Suppliers are responsible to ensure that their products do not contain substances over the restricted value, even if the supplied product is not classified as an electronic component. If a product does not meet RoHS regulations, the supplier is required to inform Teknikum Group without delay.

### Responsible sourcing of minerals and metals

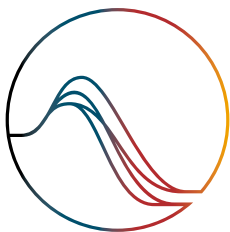
Teknikum Group demands from supplier responsible sourcing of minerals and metals. Furthermore, Teknikum Group wants to provide its support in the implementation of the Dodd-Frank requirements to all customers subject to these reporting requirements. Therefore Teknikum Group expects its suppliers to ensure appropriate due diligence in their sourcing practices in order to guarantee compliance with this matter.

## SCIP

Suppliers monitor provisions of ECHA requirements to declare Substances of Concern In articles, as such or in complex objects (Products) (SCIP). The supplier must provide SCIP information of articles and products, which contain SVHCs above 0,1 % w/w to ECHA. The supplier shall also provide the necessary information and the products' SCIP numbers to Teknikum Group.

## Science Based Targets

Teknikum Group takes ambitious climate action with the Science Based Targets initiative (SBTi) to reduce emissions according to Paris Agreement. Teknikum Group is committed to reducing its scopes 1 and 2 greenhouse gas emissions by 50% by 2030 compared with 2020. The Group is also committed to reducing emissions from its purchased goods and services and investment goods by 25% over the same period. To achieve the goal, Teknikum Group collaborates with suppliers to identify and implement emissions reduction opportunities within the supply chain. Failure to do so has a direct impact on the Supplier's ability to maintain a business relationship with Teknikum Group Ltd.



SCIENCE  
BASED  
TARGETS

DRIVING AMBITIOUS CORPORATE CLIMATE ACTI

## Corruption

In dealing with business partners (customers, suppliers) and state institutions, the interests of the company and the private interests of employees on both sides are to be kept strictly separate. Actions and (purchasing) decisions are to proceed independent of considerations which do not concern the business at hand and which involve personal interests.

The Supplier, either directly or through intermediaries, can not offer or promise a personal or inappropriate advantage in obtaining or retaining a third party business opportunity or for any other public or private advantage. The Supplier may not attempt or accept any bribes, may not secure or accept any unlawful commission, and shall not take any action that would render any of its applicable bribery laws and regulations, in particular under Finnish or Hungarian jurisdiction, in breach of the Btk. Does not implement and comply with the LVII of 1996 in the case of criminal offenses / corruption offenses as set forth in Chapter 27 of the Criminal Code. provisions of the law.

## Business fairness

Teknikum Group Ltd. expects the Supplier to comply with applicable laws and regulations of all ethical trades in the country in which the supply, production and Teknikum Group Ltd. raw materials are incorporated into products ("country of use"). For services, the location of the service is standard.

## Complaint Mechanisms

The Supplier must have systems for reporting and handling anonymous complaints. It is up to the executive to monitor the complaint handling mechanism, keep records of the issues encountered, and take appropriate steps with confidentiality.

## Register

The Supplier shall keep a transparent and up-to-date accounting record in order to demonstrate its suitability for applicable materials, services, governmental and sectoral regulations.

## Origin

The Supplier must be able to provide all the potential primary source of supply (country of origin) for the realized deliveries. Teknikum Group Ltd. reserves the right to use the Supplier to map the entire supply chain for a specific date back to its original date, so that the adequacy of the upper part of the supply chain can be more easily evaluated.

## Intellectual property

Supplier is required to take the appropriate steps to safeguard and protect the confidential and proprietary information of its business partners and use such information solely for the purposes permitted by the contractual agreement. In the case of a subcontracting agreement, the consent of Teknikum Group Ltd. is required for the sharing of confidential information.

## Conflict of interest

The Supplier is obliged to notify Teknikum Group Ltd. of any situation that may appear incompatible and inform Teknikum Group Ltd. of any of the Teknikum Group Ltd. employees. The contracted professional has any interest in the supplier's business or is of other economic nature to the Supplier.

## Notification of infringements

Supplier is required to report all suspected violations of the regulations, laws and the Code. The notification may be filed with the contact person of Teknikum Group Ltd or via Teknikum Group Whistleblow -channel ([www.teknikum.com/whistleblowing-channel/](http://www.teknikum.com/whistleblowing-channel/))

# TEKNIKUM

## Code of Conduct of Suppliers

### SUPPLIER CONFIRMATION

(in case of the request of the Teknikum Group Ltd Purchasing Organization)

The undersigned hereby confirm the following:

- We received the text of the Code of Conduct, issued by Teknikum Group Ltd in 2023 and its content was taken into consideration.
- We know all the relevant laws and regulations in the countries where our company operates.
- We report to Teknikum Group Ltd all cases which constitute a breach of the Code.
- We comply with the requirements of the Teknikum Group Ltd Code of Conduct based on a development-oriented approach without modification or discard.
- The contents of the Code of Conduct of Teknikum Group Ltd Are disclosed to all our employees / subcontractors and the provisions contained therein are also observed.

We hereby authorize Teknikum Group Ltd or any organization acting on its behalf to make an audit at our plant and subcontractor's premises, whether or not prior to notification, to verify the compliance of the Teknikum Group Ltd. Code of Conduct.

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Company name

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Name and role in executing the above policy

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Company registration number of the company / tax ID for private entrepreneur

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Place and Date of Acceptance

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Signature  
Stamp / Seal of the Company

The last page of this document must be filled and returned to [purchasing@teknikum.com](mailto:purchasing@teknikum.com)