

## LL Guideline - Suppliers Code of Conduct

<b>Classification:</b>	public
<b>Department:</b>	Quality Management System (QMS)
<b>Responsible:</b>	Administration of Quality Management System
<b>Audit frequency:</b>	In each case when the change is necessary, but at the latest in each case when the company is recertified in accordance with EN ISO 13485:2016.
<b>Instructions:</b>	Annually as part of the internal Quality Management Audit

### Application area

This guideline defines the qualitative and the social and ecological requirements placed on suppliers and business partners (hereinafter: business partners) of MESA Medizintechnik GmbH.

### Preamble

The company MESA Medizintechnik GmbH cooperates with business partners whose products and services have a direct influence on the quality of products supplied by us.

The centre of attention is our customers, whom we would like to ensure the best possible product quality and supply security. This means that all business partners have an impact on how satisfied our customers are. Internal and external processes are involved in procuring products and services, and these require reliability, transparency and efficiency.

### Basic requirements placed on business partners

MESA Medizintechnik GmbH places contractual obligations on business partners to comply with the respective currently applicable national legislation and this guideline.

MESA Medizintechnik GmbH business partners should also take into account the requirements anchored in this guideline in choosing their own business partners and upstream business partners in the supply chain and demand such requirements as minimum standards.

MESA Medizintechnik GmbH business partners are completely responsible for their own respective supply chain.

### Quality requirements and information obligation

MESA Medizintechnik GmbH expects their business partners to comply with the highest possible standards. The business partners ensure that all products and services comply with the latest quality requirements and currently applicable statutory regulations.

If the procured goods are medicinal products, these must comply with currently applicable legislation on medicinal products.

The business partners will immediately provide information about any possible quality problems and product recall campaigns related to the products or services.

### **Human rights and labour standards**

The business partners do not tolerate any violations of human rights and labour standards and also do not benefit from forced labour, slave labour or other types of involuntary work.

Products and the raw materials and resources on which they are based are not allowed to be produced or assembled by child labour in Germany or abroad. The interpretation of child labour is guided by the definition contained in the guiding principles of the Global Compact of the United Nations:

1. Companies should support and comply with the protection of international human rights.
2. Companies should ensure that they are not guilty of sharing responsibility for violations of human rights.
3. Companies should uphold the freedom of association and the effective recognition of the right to collective bargaining.
4. Companies should champion the elimination of all forms of forced or compulsory labour.
5. Companies should campaign for the abolition of child labour.
6. Companies should urge for the elimination of discrimination in respect of employment and occupation.
7. Companies should adopt the precautionary principle in dealing with environmental problems.
8. Companies should take initiatives to encourage greater environmental awareness.
9. Companies should accelerate the development and spreading of environmentally-friendly technologies.
10. Companies should combat all types of corruption, including blackmail and bribery.

**Furthermore, the core labour standards of the ILO (International Labour Organisation) must be followed.**

1. Freedom of association and the right to collective bargaining
2. Eradication of forced labour
3. Abolition of child labour
4. Ban on discrimination in respect of employment and occupation

Business partners are expected to comply with the respective currently applicable national laws governing employee rights, working hours and remunerations. Remunerations should comply with the minimum standards stipulated in national legislation or exceed them.

Equal opportunities and equal treatment must be promoted by business partners and all forms of discrimination must be eliminated. No one may be discriminated against on the grounds of their skin colour, ethnic origin, political orientation, religion or belief, age, gender, sexual orientation, physical condition, disability, appearance or other personal characteristics.

Business partners must uphold the basic rights of all employees to establish, join and work in trade unions and employee representations. Employees who work as employee representatives in works councils or trade unions must not be disadvantaged. If this right should be restricted by local laws, alternative, legal opportunities for employee representation should be encouraged.

Business partners must comply with and implement national regulations on health protection and occupational safety. This also includes working without being under the influence of alcohol, illegal drugs or other substances and the consumption of prescription medicines which could impair the ability to work properly and safely. Business partners must comply with safety and health directives and offer or implement appropriate training sessions to prevent and minimise work-related injuries and illnesses.

### **Environmental protection**

Business partners must ensure compliance with the respective applicable national environmental legislation, environmental regulations and respective related standards. The necessary environmental approvals and licences must be kept and the applicable reporting requirements must be fulfilled.

Natural resources, such as water and energy, must be used sparingly. Environmental burdens and risks – particularly untreated waste water, waste materials, toxic substances, chemicals and air pollution, which can have a negative impact on human and environmental health – must be minimised.

### **Compliance and fighting corruption**

The business partners must not offer any benefits to employees at the MESA Medizintechnik GmbH to influence a decision or to achieve an unjustified economic advantage.

This applies not only to covering costs for participation in events but also to private invitations and other benefits.

Decisions on supplier qualifications and product procurements are made by the company MESA Medizintechnik GmbH independently and protected from conflicts of interests. Consequently, business partners must refrain from exerting any form of influence on employees. This ban not only applies to criminally relevant forms of possible influencing but also any processes which can lead to a conflict between professional and personal interests.

We expect our business partners to base their decisions exclusively on objective criteria. All forms of influence exerted by third parties which could even merely lead to a potential conflict of interest should be prevented.

Business partners are obliged to comply with all relevant data protection legislation and ensure that necessary technical and organisational measures are implemented.

In implementing the technical and organisational measures, state-of-the-art technology, implementation costs, scope, circumstances and purpose of processing and the different probabilities and severity of a risk to the rights and freedoms of natural persons must be taken into account to ensure an appropriate level of protection to hedge against such a risk. Any personal data which are collected are processed by the business partners exclusively only insofar as this is deemed necessary in accordance with data protection legislation and only if and insofar as there is a legal basis for the respective processing.

Business partners must not condone – neither actively nor passively – any form of corruption, blackmail, disloyalty or other types of fraudulent behaviour. All business partners must comply with the laws of the countries in which they operate.

Business partners ensure that raw materials used in products and equipment are not used directly or indirectly for financing or supporting armed groups and do not cause or encourage any human rights violations.

Business partners will comply with all obligations, rules and regulations for preventing money laundering and financing terrorism.

Business partners are obliged to comply with all national and international statutory rules and regulations on trade control.

Business partners must engage fairly in competition and comply with currently applicable anti-trust laws. Agreements in violation of anti-trust legislation and the abuse of any possible existing market-dominating position must be avoided.

Business partners must properly document and invoice all business transactions and record them in their accounting systems.

### **Complaints and notifications**

It is of material importance for MESA Medizintechnik GmbH companies that laws, the Code of Conduct, internal directives and behavioural principles are complied with.

If there are any indications of violations of laws or regulations by MESA Medizintechnik GmbH, these can be reported through various channels.

With its notification MESA Medizintechnik GmbH provides all employees and outsiders the possibility of confidential reporting. Reporting can be done to E-Mail [glatte@mesamed.de](mailto:glatte@mesamed.de) The procedure conforms with the EU Whistleblowing Directive. All reports are processed. Insofar as this is necessary, suitable measures are implemented.

### **Final remarks**

MESA Medizintechnik GmbH reserve the right to investigate whether the business partners comply with this directive. This may result in requirements being placed on business partners or restrictions being introduced regarding cooperation with business partners.

MESA Medizintechnik GmbH reserves the right to amend this directive. The business partners shall be notified regarding the necessary amendments.