

## Our Commitment to Integrity

# FYSAM Auto Decorative GmbH Code of Conduct for Business Partners

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## Code of Conduct



## **(I) Preamble**

FYSAM Auto Decorative GmbH recognises its social responsibility. All those involved in the procurement process as intermediaries between their own company and suppliers in each of the supply markets bear a particular responsibility towards their own company, towards customers and suppliers, towards the environment and towards society.

The actions of FYSAM Auto Decorative GmbH and its employees are particularly oriented towards the values of integrity and fairness.

The Code of Conduct for business partners of FYSAM Auto Decorative GmbH is a voluntary code to enforce the mutual interest in fair, sustainable, responsible and ethical principles.

This Code of Conduct applies to all business partners of FYSAM Auto Decorative GmbH and is intended to be the basis for all business relations of our company.

The ethical guidelines described in this Code of Conduct for Business Partners are based, in particular, on the main principles of the UN Global Compact, the ILO conventions, the UN Universal Declaration of Human Rights, the UN Convention on the Rights of the Child and on the Elimination of All Forms of Discrimination against Women, as well as the OECD Guidelines for Multinational Enterprises. The following Clauses (II) to (VI) constitute minimum standards which shall prevent situations that question the integrity of our company and employees.

FYSAM Auto Decorative GmbH expects all business partners to adhere to the principles of the Global Compact.

## **(II) General Principles, Universal Rights and the Law**

FYSAM Auto Decorative GmbH expects its business partners to commit to upholding their societal responsibility in all business dealings.

FYSAM Auto Decorative GmbH expects its business partners to observe relevant applicable laws and other legal provisions applicable within the countries in which they operate in all their business dealings and decisions. Business partners must be treated in a fair manner. Contracts are being complied with while amendments and framework conditions are being taken into account.

### **(III) Principles of Social Responsibility**

#### **(a) Human rights**

FYSAM Auto Decorative GmbH respects and supports compliance with internationally recognised human rights. Therefore, FYSAM Auto Decorative GmbH condemns any kind of human rights violations. Business partners undertake to comply with national and international regulations regarding the protection of human rights.

#### **(b) Labour standards**

FYSAM Auto Decorative GmbH asks business partners not to accept any form of discrimination or harassment, not to allow child labour, forced labour or human trafficking, to ensure adequate wages in accordance with the statutory minimum wage or collective wage agreement and to make sure that national regulations and statutory provisions with regard to working hours are adhered to.

Furthermore, FYSAM Auto Decorative GmbH expects all business partners to respect the right to freedom of association and the right to create interest groups in order to pursue common goals and objectives, within the scope of applicable national legislation and state law. In addition, retention of identity and protection against retaliation must be ensured.

#### **(c) Occupational safety and health**

FYSAM Auto Decorative GmbH guarantees occupational safety and protection of health in the workplace within the scope of national provisions. Business partners of FYSAM Auto Decorative GmbH confirm the implementation of all applicable legal occupational safety and health requirements as intended. Furthermore, they confirm the implementation of occupational safety and health measures according to internationally recognised standards such as the standards of OSHA or ILO.

Just as FYSAM Auto Decorative GmbH, business partners of FYSAM Auto Decorative GmbH support and promote constant improvement and further development of the work environment.

#### **(d) Environmental protection**

Business partners undertake to implement all statutory environmental protection requirements as well as internationally recognised standards of corporate environmental protection as intended, for example ISO 14001. From its business partners, FYSAM Auto Decorative GmbH expects adequate environmental management including the identification of all environmental aspects within their field of responsibility.

In particular, environmental aspects include energy consumption, greenhouse gas emissions, air and water quality as well as water consumption, the sparing use of natural resources, the avoidance of waste, recycling as well as the responsible management of chemicals.

In the course of continuous improvement, FYSAM Auto Decorative GmbH expects a reduction of the environmental impacts of internal production processes through preventive measures as well as consideration of environmental aspects within the supply chain and raw material procurement.

## **(IV) Economic Activity / Competition**

### **(a) Corporate responsibility**

FYSAM Auto Decorative GmbH expects business partners to be aware of their corporate responsibility, to comply with statutory provisions with regard to company accounting and to ensure that all asset-related transactions and business transactions are allocated properly and chronologically.

Furthermore, it is expected that national laws, regulations and provisions as well as customs and export regulations are adhered to in all business activities. In that regard, the international legal provisions and restrictions pertaining to export control, as well as export restrictions concerning security-related services, products and information must also be observed.

Business partners of FYSAM Auto Decorative GmbH ensure that the applicable provisions in force with regard to money laundering are adhered to.

### **(b) Corruption**

FYSAM Auto Decorative GmbH undertakes to fight any kind of corruption and expects the same of its business partners. In addition, FYSAM Auto Decorative GmbH expects its business partners to comply with all anti-corruption laws and not to tolerate any corrupt practices as part of any business dealings.

### **(c) Fair competition**

FYSAM Auto Decorative GmbH respects fair competition. Therefore, FYSAM Auto Decorative GmbH observes all applicable laws that protect and promote competition, in particular, applicable antitrust laws and other laws to regulate competition.

Business partners of FYSAM Auto Decorative GmbH therefore undertake to respect fair competition and to comply with competition and antitrust laws. Agreements with competitors and other acts that constitute an obstruction of the free market are prohibited.

### **(d) Privacy policies**

FYSAM Auto Decorative GmbH considers the exchange and handling of sensitive information as integral part of all collaboration with its business partners. FYSAM Auto Decorative GmbH expects special diligence and the implementation of adequate technical and organisational measures with regard to the protection of information. Confidential and personal information must be protected against unauthorised access by third parties. It must also be ensured that the information is only processed as intended.

By means of adequate internal regulations, business partners of FYSAM Auto Decorative GmbH ensure that no counterfeit goods (plagiarism) are put in circulation.

### **(e) Conflicts of interest**

FYSAM Auto Decorative GmbH and its business partners always make sure that their employees make business decisions exclusively based on appropriate factual considerations. FYSAM Auto Decorative GmbH expects that business partners or third parties that are affected by a conflict of interest are not involved in any of the relevant business decisions. FYSAM Auto Decorative GmbH



and its business partners make all reasonable efforts to avoid even the appearance of extraneous considerations.

#### **(f) Raw materials**

Business partners of FYSAM Auto Decorative GmbH undertake to comply with all applicable regulations regarding conflict minerals according to <sup>3</sup> 1502 of the U.S. Dodd-Frank Act. In case conflict minerals are used by business partners, latter will be expected to provide the necessary information across the entire supply chain using the relevant templates.

#### **(V) Implementation throughout the Supply Chain**

FYSAM Auto Decorative GmbH expects its business partners to forward the principles of this Code of Conduct to the business partners in their supply chain, to commit them accordingly and to ensure their compliance with these principles.

#### **(VI) Compliance / Contact Person**

FYSAM Auto Decorative GmbH reserves the right to check (by adequate means, e.g. within the scope of audits) whether this Code of Conduct is adhered to and to adapt it if required. In case of infringement of laws or the regulations set forth in this Code of Conduct, FYSAM Auto Decorative GmbH will take consistent action, for example by terminating business relationships.

Within the sphere of its influence, FYSAM Auto Decorative GmbH aims to prevent and counteract any form of improper or criminal conduct. FYSAM Auto Decorative GmbH expects business partners to report any indications of potential misconduct without undue delay. For that purpose, FYSAM Auto Decorative GmbH will provide the name, upon request, of the contact person responsible for this Code of Conduct.