



SUPPLIER CODE OF CONDUCT





Commitment to Values and Principles of Responsible Conduct

Integrity, values, and ethical behaviour are pivotal elements that greatly contribute to the growth and prosperity of any business. Therefore, at FIBRAN d. o. o., we steadfastly align ourselves with the promotion of conduct in accordance with the foundational principles of sustainable development across all facets of our operations.

FIBRAN explicitly embraces the ten principles outlined by the **United Nations Global Compact**. In upholding the fundamental tenets of ethical conduct, moral business practices, and operational standards, we proactively endorse essential principles and values in the areas of occupational health and safety, human rights, labour standards, environmental stewardship, and the prevention of corruption.

These principles play a crucial role in the relationship between FIBRAN and our suppliers and are incorporated into this **Supplier Code of Conduct** (hereinafter referred to as the Code). The Code highlights key standards that resonate with our values, and it is incumbent upon every FIBRAN supplier to honour and embody these principles. Moreover, we expect suppliers to ensure that the Code is not only communicated but also adhered to by all their subcontractors.

While the Code remains in effect indefinitely, FIBRAN retains the prerogative to amend it at any time, through any means, and for any valid reason.

01 Application

The Code articulates FIBRAN's beliefs and values regarding responsible and sustainable supply chain management, establishing the framework for the relationship between FIBRAN and its suppliers.

It signifies the company's unequivocal commitment to adhere to applicable international and national laws, regulations, international standards, principles, and guidelines in the areas of business ethics, human rights, labour law, health and safety at work, privacy protection, as well as environmental management and sustainability. The Code serves as a guiding principle for our suppliers, encouraging them to adopt an equally diligent approach in their business practices.

02 Legal compliance

The supplier is obligated to consistently conduct its operations in alignment with relevant national and international laws and regulations that govern its business activities. Furthermore, the supplier should uphold the principles set forth by the United Nations regarding business and human rights, with particular emphasis on compliance with the stipulations outlined in this Code. If the legal or other regulations in the country where the supplier operates differ from the provisions outlined in this Code, the more stringent regulation shall take precedence in each specific instance.

03 Protection of human rights and prohibition of discrimination

The supplier must adhere to fundamental legal regulations and standards concerning human, labour, and consumer rights. It is imperative to safeguard the rights of its employees, treating them with respect and dignity while ensuring equal treatment for all.

Employees should not be subjected to any form of discrimination based on race, colour, age, gender, sexual orientation, ethnicity, nationality, disability, pregnancy, religion, political affiliation, membership in a union, works council, or other organizations, financial status, or any other personal circumstances.

The supplier must proactively prevent any harassment or mistreatment of its employees in the workplace. A work environment should be created where no one is subjected to psychological pressure or exposed to sexual or other forms of harassment or mistreatment by colleagues, superiors, or any third parties. Individuals should refrain from actions or behaviour that could compromise the dignity of others.



04 Prohibition of child and forced labour and disciplinary policy

Aligned with the conventions of the International Labour Organization (ILO), specifically No. 182 addressing the most severe forms of child labour and No. 138 on the minimum age for employment, the supplier must refrain from any involvement in work involving children and adolescents under the age of 15. Employees under the age of 18 are permitted to work only in compliance with safety and legal requirements.

The supplier shall not engage in any form of forced, compulsory, or involuntary labour. Acts such as punishment, harassment, and psychological and/or physical coercion are strictly forbidden. Disciplinary policies and procedures must be clearly defined and communicated to all employees.

05 Working hours and compensation

Working hours, breaks, and rest periods must comply with local laws and/or international conventions.

The supplier must adhere to all relevant regulations governing wages and compensation, guaranteeing transparent, regular, and timely payment for its employees. Fair and competitive wages and benefits must be provided to the employees, supporting the principle of equal pay for equal work, while meeting all criteria for minimum payment established by laws or regulations. Deductions from wages as a disciplinary measure are not acceptable.

06 Working conditions and freedom of association

Suppliers are expected to provide all employees with decent working conditions in accordance with locally applicable labour laws.

In adherence to applicable legislation, the supplier must also respect the rights of its employees to freely associate, engage in collective bargaining, and join unions, works councils, or any other organized forms of association. Employees shall have the freedom to decide on these matters without being subjected to pressure, intimidation, or any retaliatory measures.



07 Occupational health and safety

The health and safety of employees in the workplace are of utmost importance for the supplier. It is essential for the supplier to provide adequate supervision, implement safe work procedures, ensure proper maintenance, and employ necessary protective measures to minimize health and safety risks at the workplace. Additionally, measures should be in place to prevent accidents or occupational illnesses.

The supplier is required to establish an incident reporting system and a system for implementing corrective actions.

Considering identified risks, the supplier shall ensure that its employees are provided with all necessary personal protective equipment and appropriate sanitary conditions.

The supplier requires its employees to comply with regulations regarding occupational health and safety, as well as standards, procedures, and practices pertaining to occupational health and safety. Regular training in this domain shall be provided to the employees.

08 Product safety

The supplier is required to adhere to product safety regulations, ensure accurate product labelling, and communicate proper handling instructions. Additionally, the supplier shall provide valid documentation, including safety data sheets and similar information, for all hazardous substances as needed.





09 Quality

The supplier must meet mutually agreed-upon and universally recognized quality standards or contractually agreed requirements and quality standards, ensuring goods or services that align with the requirements of FIBRAN or its customers. The supplier is obligated to inform FIBRAN of any changes in its production or delivery process that could impact the specifications of the delivered products and services.

The supplier guarantees the quality of the ordered goods and is obliged to deliver them in accordance with the agreement or contract. The goods must exhibit the agreed-upon specifications and adhere to the standard properties as outlined by both parties.

The supplier must have a system in place to identify non-compliant products or goods, ensuring that items that do not meet quality requirements are not delivered to the customer. The supplier must also establish a document management system to ensure the use of the latest valid technical specifications for the goods.

The supplier must ensure that its employees are aware of their responsibilities for the quality and compliance of goods or services.

10 Environmental protection

The supplier must comply with all applicable environmental legislation. By practicing responsible company management, the supplier should actively work towards minimizing any adverse environmental effects resulting from its activities.

In its operations, the supplier must achieve high environmental responsibility and efficiency, primarily by reducing waste, improving energy efficiency, reducing greenhouse gas emissions, safely managing hazardous substances, employing judicious use of natural resources, and incorporating environmentally friendly technologies.

The supplier must possess all necessary permits and certifications to comply with legal regulations in the field of environmental protection.

11 Local community

As part of its commitment to the community, the supplier considers the opinions of local residents and strives to ensure healthy and safe living conditions.

Additionally, the supplier supports local employment by actively seeking candidates from the community, providing educational opportunities, and contributing to the development of local infrastructure to the best of its capabilities.

12 Data protection and confidential information

In handling personal data—collecting, processing, transmitting, and using it—the supplier must comply with relevant data protection legislation, including protection against unauthorized or unlawful processing.

The supplier bears the responsibility of ensuring that any confidential information or business secrets obtained in the course of interactions with FIBRAN remain strictly confidential. Such information should not be used beyond the scope of transactions with FIBRAN and must not be disclosed to third parties.

The supplier is permitted to collect confidential data for legitimate business purposes only, utilizing them in a lawful, transparent, and secure manner. Disclosure is restricted to individuals with authorized access who require the information for their job responsibilities. The supplier is obligated to protect this information in accordance with security regulations and retain it only for the necessary duration.

13 Fair competition

The supplier must adhere to the principles of fair competition and conduct all its business activities in accordance with applicable antitrust laws or regulations.



14 Corruption

In every business interaction, the supplier maintains a commitment to high standards of integrity and refrains from participating in or tolerating any type of corruption or extortion. The supplier complies with both national and international anti-bribery standards, as well as pertinent laws and regulations aimed at preventing corruption.

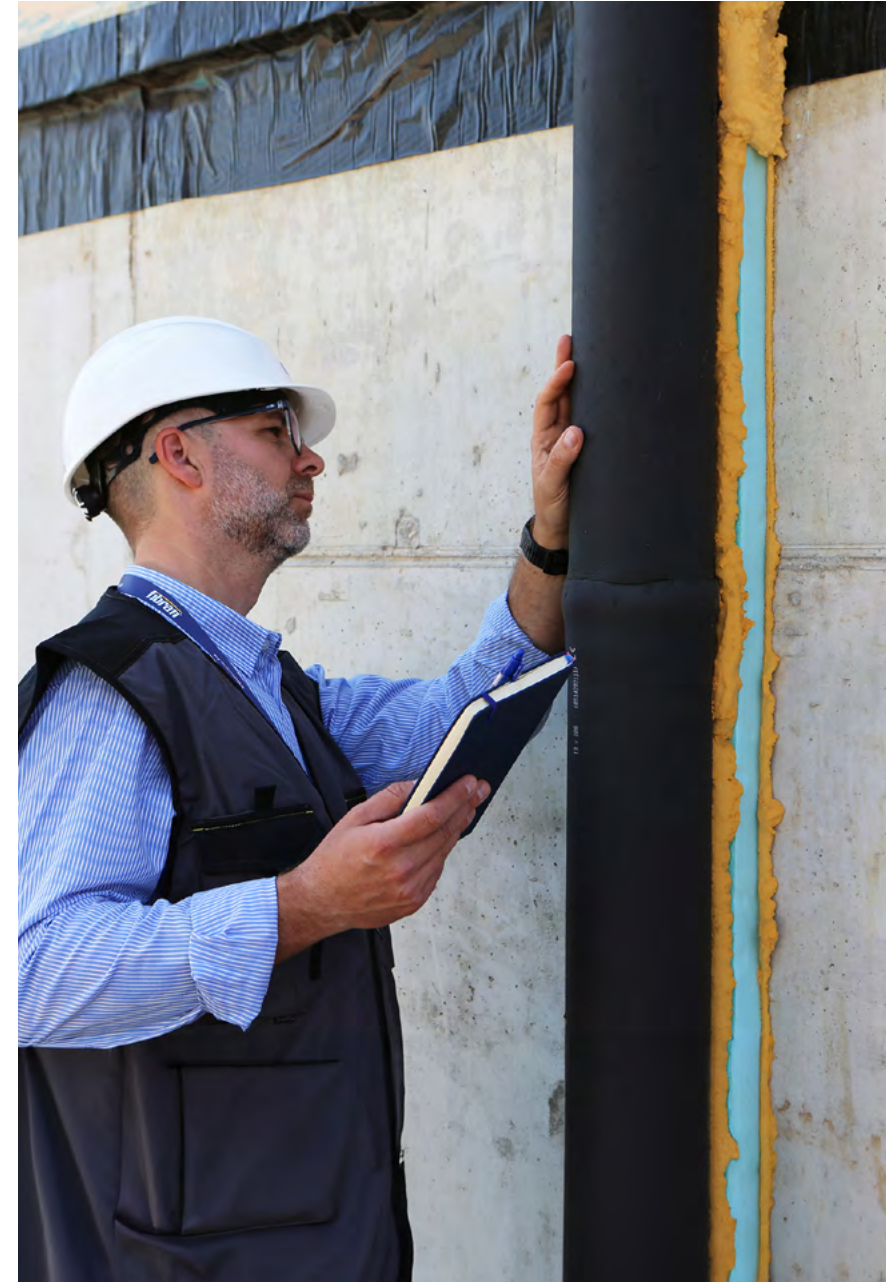
Moreover, the supplier is prohibited from soliciting, receiving, offering, or granting any undue benefits or other advantages with the intention of gaining a favourable position in business relationships.

15 Control

FIBRAN will conduct regular assessments, or as deemed necessary, to ensure compliance with the provisions of this Code. In the event of an audit, the supplier is required to provide FIBRAN with all necessary documentation and information. Any information obtained by FIBRAN during such audits will be treated as confidential and used exclusively for the purpose of conducting business with the supplier.

16 Violation of code provisions

Compliance with the provisions of this Code is vital for the business relationship between FIBRAN and the supplier. In case of a Code violation, FIBRAN reserves the right to take various actions against the supplier, such as prohibiting the supply, mandating corrective measures, or terminating the business relationship, all in accordance with applicable laws.





fibran[®]

Kočevarjeva ulica 1

SI-8000 Novo mesto

T +386 (0)7 3939 510

F +386 (0)7 3939 511

fibran@fibran.si

fibran.si

A series of approximately 10 parallel yellow lines that originate from the left side of the image and extend diagonally upwards towards the right, crossing over the top of the building.

Supplier's declaration

I, the undersigned, declare that I am the authorized representative of the company listed below and have reviewed and understood the content of this Code. **I confirm that the company mentioned below (supplier) adheres to and complies with the Supplier Code of Conduct of FIBRAN d. o. o.**

Company (supplier):

Authorized representative:

Place and date:

Signature and stamp: