



Supplier Code of Conduct



Social responsibility



Ecological responsibility



Ethical business conduct and compliance

Table of contents

- 1 Introduction..... 2
- 2 Requirements for the suppliers 2
 - 2.1 Social responsibility 2
 - 2.1.1 Exclusion from forced labor 2
 - 2.1.2 Prohibition of child labor 2
 - 2.1.3 Fair remuneration..... 2
 - 2.1.4 Fair working time 3
 - 2.1.5 Freedom of association 3
 - 2.1.6 Prohibition of discrimination..... 3
 - 2.1.7 Health protection; safety at work 3
 - 2.1.8 Preservation of the natural foundations of life..... 3
 - 2.1.9 Complaint mechanisms 3
 - 2.1.10 Dealing with conflict minerals 3
 - 2.2 Ecological responsibility..... 4
 - 2.2.1 Treatment and discharge of industrial wastewater..... 4
 - 2.2.2 Dealing with air emission..... 4
 - 2.2.3 Handling waste and hazardous substances..... 4
 - 2.2.4 Reduce consumption of raw materials and natural resources 4
 - 2.2.5 Dealing with energy consumption/efficiency 4
 - 2.3 Ethical business conduct and compliance 4
 - 2.3.1 Fair competition 4
 - 2.3.2 Confidentiality/data protection 4
 - 2.3.3 Intellectual property 4
 - 2.3.4 Integrity/bribery and avoidance of conflicts of interest 5
- 3 Implementation of the requirements 5
- 4 Acknowledgement and consent of the supplying company 5

1 Introduction

The University Hospital Regensburg is committed to ecologically and socially responsible corporate management. We expect the same behavior from all our contractual partners. Furthermore, we strive to continuously optimize our entrepreneurial actions and our services in terms of sustainability and ask our suppliers to contribute to this in terms of a holistic approach.

For future cooperation, the University Hospital Regensburg and its contractual partners agree on the validity of the following regulations for a common code of conduct. This agreement shall apply as the basis for all future deliveries. The supply companies undertake to comply with the principles and requirements of the Code of Conduct and to endeavor to contractually oblige their subcontractors to comply with the standards and regulations set forth in this document. This agreement shall become effective upon acceptance and execution of the contract. A violation of this Code of Conduct may ultimately be grounds and cause for the Company to terminate the business relationship, including all related supply contracts.

The Code of Conduct is based on national laws and regulations such as the Supply Chain Sourcing Obligations Act (LkSG), as well as international conventions such as the United Nations Universal Declaration of Human Rights, the Guidelines on Children's Rights and Business Conduct, the United Nations Guiding Principles on Business and Human Rights, and the labor standards of the International Labor Organization (ILO).

2 Requirements for the suppliers



2.1 Social responsibility

2.1.1 Exclusion from forced labor

No forced labor, slave labor or comparable work may be used. All work must be voluntary and without threat of punishment. Employees must be able to terminate work or employment at any time. In addition, there must be no unacceptable treatment of workers, such as psychological hardship, sexual and personal harassment, and humiliation. The hiring or use of security guards must be refrained from if, during their use, persons are treated or injured in an inhumane or degrading manner or if freedom of association is impaired (ILO Conventions 29 and 105 and LkSG § 2 para. 2 nos. 3, 4, 11).

2.1.2 Prohibition of child labor

Child labor must not be used in any phase of production. The supplying companies are requested to adhere to the recommendation from the ILO conventions on the minimum age for the employment of children. According to this, the age should not be less than the age at which compulsory schooling ends according to the law of the place of employment and in any case not less than 15 years. If children are found at work, the supplying company shall document the measures to be taken to remedy the situation and enable the children to attend school. Young workers under the age of 18 shall not be assigned to work that is harmful to the health, safety or morals of children. Special protective regulations must be observed (ILO Conventions 79, 138, 142 and 182 and LkSG § 2 Para. 1, 2).

2.1.3 Fair remuneration

The remuneration for regular working hours and overtime must correspond to the national statutory minimum wage or the minimum standards customary in the industry, whichever is higher. In any case, the remuneration for overtime must exceed the remuneration for regular hours. Insofar as the remuneration is not sufficient to cover the costs of ordinary living and to build up a minimum level of reserves, the supplying company shall be obliged to increase the remuneration accordingly. Employees shall be provided with all benefits prescribed by law. Wage deductions as punitive measures are not permitted. The supplier shall ensure that employees receive clear, detailed and regular written information on the composition of their remuneration (ILO Conventions 26 and 131 and LkSG § 2 Para. 2 No. 8).

2.1.4 Fair working time

Working hours must comply with applicable laws or industry standards. Overtime is only permitted if it is performed on a voluntary basis and does not exceed 12 hours per week, while employees must be granted at least one day off after six consecutive working days. Weekly working hours must not regularly exceed 48 hours (ILO Conventions 1 and 14).

2.1.5 Freedom of association

The right of employees to form and join organizations of their choice, to bargain collectively and to strike shall be respected. In cases where freedom of association and the right to collective bargaining are restricted by law, alternative means of independent and free association of employees for the purpose of collective bargaining shall be provided. Employees shall not be discriminated against on the basis of forming, joining or being a member of such an organization. Employees' representatives shall be granted free access to the workplaces of their colleagues in order to ensure that they can exercise their rights in a lawful and peaceful manner (ILO Conventions 87, 98, 135, 154 and LkSG § 2 para. 2 no. 6).

2.1.6 Prohibition of discrimination

The unequal treatment of employees in any form is inadmissible unless it is justified by the requirements of the employment. This applies, for example, to discrimination based on gender, national, ethnic or social origin, skin color, disability, health status, political conviction, ideology, religion, age, pregnancy or sexual orientation. The personal dignity, privacy and personal rights of each individual are respected (ILO Conventions 100, 111 and 159 and LkSG § 2 para. 2 no. 7).

2.1.7 Health protection; safety at work

The supplier is responsible for a safe and healthy working environment. Necessary precautionary measures against accidents and health hazards that may arise in connection with the activity shall be taken by setting up and applying appropriate occupational safety systems. Appropriate measures shall be taken to prevent excessive physical or mental fatigue. In addition, employees are regularly informed and trained about applicable health and safety standards and safety measures. Employees shall be provided with access to drinking water in sufficient quantity as well as access to clean sanitary facilities (ILO Conventions 115, 187 and LkSG § 2 para. 2 no. 5).

2.1.8 Preservation of the natural foundations of life

The supplier shall not, in violation of legitimate rights, deprive land, forests or waters, the use of which secures the livelihood of persons. The supplying company shall refrain from harmful soil changes, water and air pollution, noise emissions and excessive water consumption if this harms the health of persons, significantly impairs the natural basis for the production of food or prevents the access of persons to safe drinking water or sanitary facilities (LkSG § 2 Para. 2 No. 9, 10).

2.1.9 Complaint mechanisms

The supplier shall pass on to its employees in an appropriate manner the instructions received from the Regensburg University Hospital regarding accessibility, responsibility and the implementation of a complaints procedure. The complaints procedure must be accessible to employees while maintaining confidentiality of identity and effective protection against discrimination. To the extent that no notice is given, the supplying company itself is responsible at the company level for setting up an effective complaints mechanism for individuals and communities that may be affected by negative impacts (LkSG § 8).

2.1.10 Dealing with conflict minerals

For the conflict minerals tin, tungsten, tantalum and gold, as well as for other raw materials such as cobalt, the supplier shall establish processes in accordance with the Organisation for Economic Cooperation and Development (OECD) Guiding Principles on Due Diligence to Promote Responsible Supply Chains for Minerals from Conflict and High-Risk Areas and expect its supplier to do the same. Smelters and refineries without adequate audited due diligence processes should be avoided.



2.2 Ecological responsibility

2.2.1 Treatment and discharge of industrial wastewater

Wastewater from operations, manufacturing processes, and sanitary facilities should be typed, monitored, inspected, and treated as necessary prior to discharge or disposal. In addition, measures should be introduced to reduce the generation of wastewater.

2.2.2 Dealing with air emission

General emissions from operations (air and noise emissions) and greenhouse gas emissions shall be typed, routinely monitored, verified and treated as necessary prior to their release. The supplier is also responsible for monitoring its emission control systems and is required to find economic solutions to minimize any emissions.

2.2.3 Handling waste and hazardous substances

The supplier shall follow a systematic approach to identify, handle, reduce and responsibly dispose of or recycle solid waste. The prohibitions on the export of hazardous wastes in the Basel Convention of March 22, 1989, as amended, shall be observed. Chemicals or other materials that pose a hazard when released into the environment shall be identified and handled in a manner that ensures safety during their handling, transport, storage, use, recycling or re use, and disposal. Mercury shall be used in accordance with the prohibitions of the Minimata Convention of October 10, 2013, and persistent organic pollutants in accordance with the Stockholm Convention of May 23, 2001, as amended.

2.2.4 Reduce consumption of raw materials and natural resources

The use and consumption of resources during production and the generation of waste of any kind, including water and energy, must be reduced or avoided. This is done either directly at the point of origin or through processes and measures, e.g. by changing production and maintenance processes or workflows within the company, by using alternative materials, through savings, through recycling or with the help of the reuse of materials.

2.2.5 Dealing with energy consumption/efficiency

Energy consumption is to be monitored and documented. Economic solutions must be found to improve energy efficiency and minimize energy consumption.



2.3 Ethical business conduct and compliance

2.3.1 Fair competition

The standards of fair business, fair advertising and fair competition must be observed. In addition, the applicable antitrust laws must be applied, which in particular prohibit agreements and other activities that influence prices or conditions in dealings with competitors. Furthermore, these regulations prohibit agreements between customers and suppliers that are intended to restrict customers' freedom to autonomously determine their prices and other conditions when reselling .

2.3.2 Confidentiality/data protection

The supplier undertakes to meet the reasonable expectations of the Regensburg University Hospital, the supplying companies, customers, consumers and employees with regard to the protection of private information. The supplying company shall observe the laws on data protection and information security as well as the official regulations when collecting, storing, processing, transmitting and forwarding personal information.

2.3.3 Intellectual property

Intellectual property rights shall be respected; technology and know-how transfers shall be made in a manner that protects customers' intellectual property rights and information.

2.3.4 Integrity/bribery and avoidance of conflicts of interest

The highest standards of integrity must be applied in all business activities. The supplier shall have a zero tolerance policy in prohibiting all forms of bribery, corruption, extortion and embezzlement. Procedures for monitoring and enforcing standards shall be in place to ensure compliance with anti-corruption laws.

3 Implementation of the requirements



The University Hospital Regensburg expects its suppliers to identify risks within supply chains and to take appropriate measures. In the event of suspected violations and to safeguard supply chains with increased risks, the supplying company will inform the Regensburg University Hospital promptly and, if necessary, regularly about the identified violations and risks as well as the measures taken. Compliance with the standards and regulations listed in this document is reviewed by the University Hospital Regensburg on an ad hoc basis as part of risk management.

Should a violation of the regulations of this Code of Conduct be identified, the University Hospital Regensburg shall immediately notify the supplying company in writing and set an appropriate grace period to bring the conduct in line with these regulations. If a remedy is not possible within a foreseeable period of time, the supplier shall notify this immediately and, together with the University Hospital of Regensburg, prepare a concept with a time schedule for ending or minimizing the violation. If the grace period expires fruitlessly or the implementation of the measures contained in the concept does not result in a remedy after expiration of the time schedule and no milder remedy is available, the University Hospital Regensburg may terminate the business relationship and cancel all contracts. A statutory right to terminate the contract without notice outside of the period of grace, in particular in the case of violations that are deemed to be very serious, shall remain unaffected, as shall the right to claim damages.

4 Acknowledgement and consent of the supplying company



The supplier undertakes to act responsibly with the acceptance and execution of the contract in accordance with this document and to comply with the requirements listed. The supplying company undertakes to communicate the contents of this Code to employees, agents and subcontractors in a manner understandable to them and to take all necessary precautions for the implementation of the requirements.

Management/
Commercial Director,
Sabine Lange

December 1, 2022

Date, signature

A handwritten signature in blue ink, appearing to read 'J. Lange', written over a horizontal line.