

RLS merilna tehnika d.o.o. **T** +386 1 5272100 PC Žeje pri Komendi Pod vrbami 2 SI-1218 Komenda



# Supplier **Code of Conduct**

RLS Merilna tehnika d. o. o.

## 1. PREAMBLE

Sustainable development is deemed to make a significant contribution to the success of any company and to safeguard its future development. Long-standing cooperation, mutual obligations, sustainability, social responsibility and economic development causing no damage to Earth are therefore the key motives and values for RLS Merilna tehnika d.o.o. (hereinafter referred to as "RLS"). The RLS Supplier Code of Conduct (hereinafter referred to as "the Code") stipulates the minimum requirements that RLS Suppliers shall respect and meet within their own operations and within their supply chains.

The Code is valid for an indefinite period, but RLS reserves the right to modify the requirements of this Code at any time, in any way and for any reason.

RLS follows the international standards of sustainable development, in particular the UN Global Compact and the standards set by the International Labor Organization (hereinafter referred to as "the ILO").

### 2. CORPORATE COMPLIANCE

The Supplier shall at all times comply with all national and international laws and regulations applicable to its operations. Should any requirements stipulated in this Code conflict with the national legislation in the Supplier's country of operation, stricter provision shall take precedence.

#### 3. HUMAN RIGHTS AND NON-DISCRIMINATION

The Supplier shall at all times respect and protect the human rights of its employees. Equal opportunities and treatment of all employees shall be the Supplier's basic principle. Any form of discrimination, on grounds of national origin, religion, race, gender, ideology, disability, age, sexual orientation, caste, appearance, political affiliation or union membership, must not be tolerated. The Supplier shall prevent any type of harassment or inhuman treatment in their working environment.

#### 4. PROHIBITION OF CHILD AND FORCED LABOR

In line with ILO Convention 138, the Supplier shall not

employ workers under the age of 15. If, however, the local minimum age law is set at 14 years in accordance with the exceptions for developing countries under ILO Convention 138, the lower minimum age shall apply. Employees under the age of 18 may not carry out any hazardous work, may not work night shifts, and have the right to more rest breaks during their work than adult employees.

The Supplier shall not utilize forced, bonded or indentured labor or involuntary prison labor.

#### 5. WORKING CONDITIONS AND FREEDOM **ASSOCIATION**

The Supplier shall comply with all applicable laws and regulations pertaining to the working hours and wages. The Supplier's employees shall be paid in a timely manner. Deductions from wages as a disciplinary measure shall not be permitted. The Supplier shall establish appropriate vocational education and training measures to allow its employees to gain appropriate knowledge.

The Supplier shall grant its employees the right to Freedom of Association and Collective Bargaining in accordance with all applicable laws and regulations.

#### 6. OCCUPATIONAL HEALTH AND SAFETY

The health and safety of employees are of vital importance to the Supplier. The Supplier shall protect and take responsibility for the health and safety of its employees, and therefore control the hazards and employ the best reasonable precautionary measures against accidents and occupational diseases. Appropriate sanitary conditions and personal protective equipment shall be provided. The supplier shall establish and follow clear procedures on occupational health and safety matters and take effective steps to prevent potential accidents and injury.

#### AND **ENVIRONMENTAL** 7. PRODUCT **SAFETY PROTECTION**

The Supplier shall produce and deliver safe products to RLS.

The Supplier shall endeavor, on its own initiative and with responsible environmental management, to minimize the negative environmental impacts from its activities, products and services. The supplier shall achieve environmental responsibility and efficiency, and continually strive to reduce the amount of waste, improve the energy efficiency and reduce the greenhouse gas emissions, safely store any hazardous substances, use natural resources economically, and to use environmentally acceptable technologies.



# 8. DATA PROTECTION, CONFIDENTIALITY AND INTELLECTUAL PROPERTY

The Supplier is responsible to protect and maintain strict confidentiality of all confidential information received from RLS in the course of business relations, and to use such information only for the purposes according to the contractual agreement. The Supplier shall not disclose confidential information to any third party and shall protect RLS' intellectual property as confidential information.

#### 9. BUSINESS INTEGRITY

The Supplier shall not practice or tolerate any form of corruption or extortion. The Supplier shall not offer or accept bribes or other unlawful incentives to/from their business partners, including RLS, in order to influence the decision-making processes. The Supplier is expected not to offer to RLS employees or its business partners gifts or any other kind of personal benefits, including, but not limited to, free products and services, in order to obtain or retain a business or other advantage from RLS.

#### **10. AUDIT**

RLS will regularly and whenever it deems it necessary conduct audits to verify that the Supplier is in compliance with the Code. In case of such audits, the Supplier shall be prepared to provide RLS access to relevant and reasonably requested information and documentation. All information obtained relating to such audits will be handled confidentially by RLS and will only be used for the purposes of business relationship with the Supplier.

#### 11. BREACH OF THE CODE

Compliance with this Code is of vital importance for the business relationship between RLS and the Supplier. If the Supplier should not act in accordance with this Code, RLS is entitled to terminate the business relationship and any contract(s) with the Supplier immediately, in accordance with the applicable law and regulations, whereas non-compliance with the Code constitutes a material breach in any business relationship between RLS and the Supplier.

We acknowledge that we share common values and agree to respect and comply with the requirements of RLS Supplier Code of Conduct and will invoke the values expressed therein.

Company Name	
Address	
Name and Title of Signatory	
Date	
Signature	