



# Code of Conduct for Supplier

Eppendorf SE, Purchasing Department,  
Barkhausenweg 1, 22339 Hamburg, Email: [purchasing@eppendorf.de](mailto:purchasing@eppendorf.de)

[www.eppendorf.com](http://www.eppendorf.com)

# Code of Conduct for Supplier

## Our understanding of sustainability in supplier management

At Eppendorf (meaning Eppendorf SE and all its affiliates), we consider sustainability to be an essential component of our business processes. As a technology group with high materials competency in the Life Science sector, we purchase raw materials, commodities and services from suppliers worldwide, so as to secure the sustainable success of our customers by providing innovative solutions for products and services.

This requires responsible management that strives for a long-term, value-added business model. For this reason, our suppliers are an integrated part of our sustainability strategy. In all our procurement activities, we carefully take into consideration a set of economic, process-driven and technical criteria as well as essential social and ecological factors such as human rights, labor conditions, anti-corruption concerns and environmental protection.

## Conduct towards employees

At Eppendorf, we expect that our suppliers respect and comply with the fundamental rights granted to all employees under applicable national statute. Furthermore, we expect our suppliers to fully recognize the labor standards issued by the International Labor Organization (ILO), taking into due account the applicable laws and regulations in different countries and at different sites.

### Child labor

At Eppendorf, we expect our suppliers to prohibit and refrain from any kind of child labor within their organization.

### Discrimination

At Eppendorf, we expect that our suppliers promote equal opportunities and equal treatment. Furthermore, we expect our suppliers to prohibit any form of discrimination in recruiting, promoting or selecting employees for basic or advanced training programs. Within the organization of our suppliers, no employee may be discriminated against based on his or her gender, age, color, race, nationality, sexual orientation, disabilities or religious conviction.

## Occupational health and safety

At Eppendorf, we expect our suppliers to fully comply with applicable national statute governing health and safety at work. Furthermore, our suppliers are expected to establish and maintain an appropriate occupational health and safety management system (e.g., in accordance

## Environmental protection

At Eppendorf, we expect our suppliers to comply with all applicable national laws, regulations and standards to protect the environment. Our suppliers are expected to establish and maintain a suitable environmental management system (e.g., in accordance with ISO

At Eppendorf, we expect that our suppliers comply with applicable national statute, with the principles of the United Nations Global Compact, and with the Eppendorf Code of Conduct for Supplier.

Furthermore, we expect our suppliers to introduce suitable processes within their organizations that support compliance with applicable statute and that drive continuous improvements with regard to the requirements laid out in the Eppendorf Code of Conduct for Suppliers. Moreover, we expect from our suppliers to ensure compliance with these principles and requirements by all their affiliates.

For the purposes of this Code of Conduct for Supplier, an affiliated company shall mean an enterprise in which one of the parties holds a direct or indirect participating interest of more than 50% of the voting registered capital.

### Forced labor

At Eppendorf, we expect our suppliers to prohibit any kind of forced labor in their organization.

### Freedom of association

At Eppendorf, we expect our suppliers to respect the right of their employees, to the full extent of applicable national statute, to form a worker council, collective bargaining unit or other employee representations, and to enter into collective bargaining.

### Remuneration and working time

At Eppendorf, we expect our suppliers to fully comply with applicable national statute on working time. Furthermore, we expect that the employees of our suppliers receive a remuneration which is in line with applicable national statute.

with OHSAS 18001, or national equivalent). This includes containing actual as well as potential health and safety risks at work. Moreover, our suppliers are expected to train their employees for the purpose of preventing accidents and occupational diseases as best as possible.

14001, or national equivalent) to minimize environmental impact and hazards, and to improve environmental protection in their everyday operations.

## Dodd-Frank Act / Conflict Minerals

At Eppendorf, we expect our suppliers to be able to declare that to the best of their knowledge they have no reason to assume that the products delivered to us contain conflict minerals from the DR Congo or other countries mentioned in the Dodd-Frank Act. In case a supplier would not be able to do so, he is obliged to inform Eppendorf about

this in writing without delay. Upon request of Eppendorf in such case, supplier will provide Eppendorf with a completed questionnaire from the following link:

<http://www.responsiblemineralsinitiative.org/conflict-minerals-reporting-template/>

## Conduct in business environment

### Prohibition of corruption and bribery

At Eppendorf, we expect our suppliers to have zero-tolerance for corruption and to ensure compliance with all United Nations (UN) and Organisation for Economic Co-operation and Development (OECD) conventions against corruption, and with all governing anti-corruption laws. In particular, our suppliers are expected to ensure that their employees, subcontractors and agents do not offer, promise or grant any advantages to any Eppendorf employees or related parties with the goal of securing an order award or any other form of preferential treatment in their business transactions.

### Invitations and gifts

At Eppendorf, we expect that our suppliers refrain from presenting any invitations or gifts to our employees so as to gain any form of influence. Any invitations or gifts extended to Eppendorf employees or related parties, if any, must be reasonable and suitable with a view of scope and design, i. e. they must be of low financial value and reflect ordinary local business custom. We also expect our suppliers to refrain from asking Eppendorf employees or related parties for any inappropriate advantages.

## Supplier relations

At Eppendorf, we expect our suppliers to communicate the principles laid out herein to their subcontractors and sub-suppliers and to take these principles into account when selecting subcontractors and sub-suppliers. Our suppliers are expected to encourage their

### Preventing conflicts of interest

In our suppliers' dealing with us, we expect our suppliers to take decisions based on objective criteria only. Any factors that might influence or suppliers' decisions due to private, business or other conflicts of interest must be prevented from the start. The same applies to relatives and other related parties.

### Unrestricted competition

At Eppendorf, we expect our suppliers to always compete in a fair manner and to comply with applicable antitrust laws and regulations. Our suppliers are expected not to enter with competitors into agreements that might constitute a breach of antitrust law, nor take advantage of any dominant market position they might hold.

### Money laundering

At Eppendorf, we expect our suppliers to comply with all applicable statute governing the prevention of money laundering, and not to participate in any money laundering activities.

## Compliance with the Eppendorf Code of Conduct for Supplier

We will review our suppliers' compliance with the principles and requirements laid out in the Eppendorf Code of Conduct for Suppliers regularly, asking our suppliers to complete a self-assessment not more than once a year.

Any violation of the principles and requirements set out in this Eppendorf Code of Conduct for Supplier will be regarded as a serious violation of the supplier regarding his contractual obligations towards Eppendorf. In the event that supplier is suspected of violating and of the principles laid out in the Eppendorf Code of Conduct for Supplier (e.g. based on negative media reports), Eppendorf reserves the right

subcontractors and sub-suppliers to comply with the minimum standards of this Code of Conduct regarding the protection of human rights, working conditions, anti-corruption and environmental protection when fulfilling their contractual obligations.

to request from the supplier that all relevant information be disclosed. Furthermore, Eppendorf reserves the right to stop any business with all suppliers who are in clear, verifiable violation of the Eppendorf Code of Conduct for Supplier and/or who are neither seeking nor implementing measures for improving their sustainability performance. In the event that a supplier evidently fails to fulfill and of the principles and requirements set out in this Eppendorf Code of Conduct for Supplier, or refuses to implement measures for improving his sustainability performance, Eppendorf reserves the right to immediately terminate any or all contracts with the supplier for cause.

## References

United Nations Global Compact  
[www.unglobalcompact.org](http://www.unglobalcompact.org)

Universal Declaration of Human Rights  
[www.un.org/en/rights](http://www.un.org/en/rights)

International Labour Standards (ILO)  
<http://www.ilo.org/global/standards/lang--en/index.htm>

OHSAS 18001 Occupational Health and Safety Assessment Series  
[www.ohsas-18001-occupational-health-and-safety.com](http://www.ohsas-18001-occupational-health-and-safety.com)

International Organization for Standardization (ISO)  
[www.iso.org](http://www.iso.org)