



# Evonik Code of Conduct for Suppliers

Shared responsibility – shared success

Evonik. Power to create.



# Foreword

The Evonik Group (hereinafter called “Evonik”) is geared towards sustainable development. Our corporate success is based on mutual trust and responsible and fair behavior towards our employees, customers, suppliers and the general public.

The ten principles of the **United Nations Global Compact**<sup>1</sup>, which Evonik joined in 2009, are central to our corporate responsibility. We thereby commit ourselves, insofar as within our sphere of influence, to supporting the rights of our employees and human rights, eliminating discrimination, protecting the environment and fighting corruption. Further, Evonik does not tolerate behavior that breaches the guidelines of the **Organization for Economic Co-operation and Development (OECD)**<sup>2</sup> for multinational enterprises. These guidelines are recommendations from the governments of the OECD-member states and other countries to multinational enterprises to ensure responsible corporate conduct.

Evonik is a co-signatory of the „Responsible Care Global Charter“<sup>3</sup> of the chemical industry. We thereby commit ourselves to continuously improve our efforts relating to health, safety and environmental protection and product stewardship.

Evonik is a member of „econsense – Forum for Sustainable Development of German Businesses“<sup>4</sup> and the „World Business Council for Sustainable Development“<sup>5</sup>.

Evonik **expects** its suppliers to share these principles and to assume responsibility towards their employees, business partners, society and the environment. They are also expected to adhere to recognized minimum standards as developed and established by the United Nations Global Compact, the OECD guidelines and the standards of the International Labor Organization (ILO).

Evonik will monitor the adherence to these principles and assess their implementation in the provision of products and services in the **selection and evaluation of its suppliers**. If a supplier does not meet these principles, Evonik, as a prerequisite for the establishment or continuance of the business relationship, expects the supplier to take steps pursuant to a systematic management process to rectify any deficiency. Evonik provides its suppliers with this Code of Conduct with the aim of ensuring, together with its suppliers, adherence to the standards set out in this Code of Conduct in the value chain and through this, to ensure compliance with the requirements for corporate responsibility and the promotion of sustainability. In light of the above, Evonik also expects suppliers to work towards the adherence to these standards by their upstream suppliers.

<sup>1</sup> [www.unglobalcompact.org](http://www.unglobalcompact.org)

<sup>2</sup> [www.oecd.org](http://www.oecd.org)

<sup>3</sup> [www.icca-chem.org/Global/Initiatives/RC\\_GlobalCharter2006%5b1%5d.pdf](http://www.icca-chem.org/Global/Initiatives/RC_GlobalCharter2006%5b1%5d.pdf) (English) or under [www.vci.de/Themen/Umwelt-Sicherheit/Responsible-Care/Seiten/Responsible-Care-Global-Charter-auf-Deutsch.aspx](http://www.vci.de/Themen/Umwelt-Sicherheit/Responsible-Care/Seiten/Responsible-Care-Global-Charter-auf-Deutsch.aspx) (German)

<sup>4</sup> [www.econsense.de](http://www.econsense.de).

<sup>5</sup> [www.wbcsd.org](http://www.wbcsd.org).

# 1. Conduct in the Business Environment

## Compliance with laws

Suppliers are expected to comply with applicable laws and regulations, their corporate guidelines and their obligations.

## Fight against corruption

Any form of active or passive bribery or attempted bribery is prohibited.

Suppliers are expected not to give or offer gifts to Evonik employees. With regard to other benefits, in particular invitations, restraint is generally called for. These must not be excessive and by no means be suitable to influence the decision of an Evonik employee in the business relationship with the supplier or a third party.

## Antitrust law

Suppliers are expected to act in accordance with applicable antitrust law.

## Confidentiality and data protection

Suppliers are expected to use confidential information and data carefully and appropriately and to protect it as well as to use it only for the purpose of the execution of the applicable order. Data and information may only be disclosed to the extent necessary for it. In case of doubt, consultation must be sought. Suppliers shall comply with all applicable data protection laws and regulations, as amended from time to time. Suppliers shall provide all employees who come into contact with such data or information with the appropriate training pursuant to the relevant data protection laws and regulations and require them to keep the data and information confidential. Declarations of compliance are to be submitted to Evonik or its data protection coordinator upon request.

## 2. Conduct with and Treatment of one another

### Freedom of employment

All use of forced or compulsory labor must be rejected.

### Child protection

Suppliers must forbid all kinds of child labor. The applicable definition of child labor shall be that in the regulations of the United Nations or the locally applicable laws and regulations, whichever is stricter.

### Equal opportunity and diversity

It is expected that equal opportunity and equal treatment are essential components of the corporate policy of our suppliers. All persons, regardless of their culture, gender, nationality or origin, shall be treated with respect.

### Non-discrimination

No employee shall be discriminated against because of ethnic origin, skin color, gender, age, disability, social origin or political opinion to the extent it is based on democratic principles and tolerance towards differing opinions.

### Treatment of employees

We expect our suppliers to treat their employees with dignity and respect. Suppliers shall ensure that their employees are able to work in an environment free from physical, sexual, psychological or verbal harassment.

### Right of association

Suppliers are expected to recognize the fundamental right of their employees to form and join trade unions and worker representations or to consider doing so or to engage in collective bargaining negotiations. Where the right of association or right to collective bargaining is restricted by law, the suppliers may offer appropriate alternatives of cooperation with their workforce. Employee representatives are not to be discriminated against and their access to work premises is to be assured.

### Wages and social benefits

Suppliers are expected to pay remuneration and provide benefits that, with regard to an appropriate standard of living, correspond to the applicable national statutory minimum standards or minimum standards of the industry.

### Working time

Suppliers are expected to comply with the applicable laws and regulations regarding working time.

### Skills training and qualifications

The suppliers shall support the development and enhancement of their employees' professional skills at all levels through suitable skills training and further education.

# 3. Environment, Safety, Health and Quality

## Quality requirements

Quality has an impact on the future. Suppliers are therefore expected to adhere to the applicable laws and regulations concerning quality, health protection, safety and environmental protection. All necessary authorizations, licenses and registrations must be obtained and maintained. Corporate obligations and reporting obligations must be complied with.

## Product safety

All country-specific laws and legal and regulatory requirements must be complied with. The applicable documentation (e.g. product information, safety data sheets, notification or registration confirmations, uses and exposure scenarios) must be provided to Evonik upon request. Information made available by Evonik must be included in the applicable documents. The supplier is obligated to provide Evonik in a timely manner before delivery of the product or performance of the service with all necessary product information, in particular information regarding composition and shelf life, e.g. safety data sheets, processing instructions, labeling requirements, assembly instructions, occupational safety measures, etc., including any amendments thereto.

## Supply chain

We expect from our suppliers a safe and environmentally sound development and production of their products as well as their packaging, transport and disposal.

## Health and safety at the workplace

Suppliers are expected to offer their employees a safe work environment and active occupational health protection. Necessary measures must be taken to prevent accidents and health injuries that may occur in connection with or during their work. Our service providers and contractors working on our sites are expected to actively participate in our safety programs.

## Animal protection

If applicable, the suppliers are expected to reduce animal testing to a minimal level. Where possible, alternatives that are scientifically recognized and accepted by the authorities shall be used.

## Corporate responsibility

The protection of life and the environment is part of Evonik's corporate policy. Suppliers are expected to choose resources (e.g. water, energy resources, raw materials) carefully and to use them sparingly. Environmental and safety awareness of the suppliers will be taken into account during the selection and evaluation of suppliers. The success of our cooperation is to a large extent based on trust in conjunction with transparency, reliability and fairness.

## 4. Implementation of the Standards and Requirements

Suppliers' implementation of and adherence to these principles can be demonstrated by reference to their own code of conduct or corporate policy which contains comparable standards. Should a supplier not have such standards in place, the supplier is expected to undertake compliance with this Code of Conduct.

Evonik reserves the right to evaluate the suppliers' implementation of and adherence to these standards. The following steps may be used for evaluation:

- Self-declaration
- Third-party assessment
- Certificates/statements
- Issue-specific audits on site.

Suppliers are expected to maintain a quality assurance system, e.g. in accordance with ISO 9001 and/or ISO 14001. Suppliers must establish risk-oriented principles and measures to meet the standards and properly monitor their implementation. Suppliers shall promptly remedy any ascertained non-compliance and evaluate the measures put in place to address the same.



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