

## **CSR – Guidelines**

#### **Foreword**

A resource-saving and sustainable way of working in the sense of CSR is not only lived practice at the companies of the TCM Group, but indispensable in our meanwhile more than 30 years long company history. We measure our actions not only within the framework of legal requirements, but also in terms of our responsibility with regard to ecological and social responsibility, which we are aware of in our social role as a technology company.

As a supplier to market leaders in a wide range of industries, our suppliers, carefully selected by us, are also an essential guarantee for our success and thus also the success of our customers. In order to ensure a continuous increase in our customers' satisfaction, we place the same high demands and expectations on our suppliers as our customers do on us.

The guidelines and principles set out here are the basis for entering into a business relationship with us as a supplier and the basis for many long-term and successful existing partnerships.

First of all, we would like to point out that in case of violations against these guidelines, this can lead to a termination of the partnership. Suppliers of the TCM Group commit themselves to the implementation and maintenance of the requirements and to ensure that these are also passed on within the supply chain.

The requirements shown are only minimum requirements. In addition to compliance with these guidelines, TCM Group companies also require compliance with all relevant laws, regulations and standards applicable to our suppliers.

Mag. Wolfgang Lang

HR Manager



# Declaration when entering into a business relationship with a company of the TCM Group:



## Social responsibility

## **Human Rights**

The business partners respect and are committed to the observance of internationally recognized human rights (in particular rights under the European Convention on Human Rights (ECHR) and the European Charter of Fundamental Rights (GRC)).

## Minimum standards regarding working conditions

As a service provider, TCM Group expects its business partners to ensure fair working conditions and at least compliance with the respective country's labor laws. In this context, the business partner commits to comprehensive occupational safety and compliance with applicable health standards. Furthermore, TCM Group expects that any form of forced labor, child labor and wage dumping is strictly rejected and in this context also a seamless value chain. Furthermore, the business partner ensures that no one is discriminated against in his company on the basis of race, sexual orientation, gender, ideology or disability and that all his employees are protected against harassment in the workplace. This applies not only in internal dealings, but also with customers and business partners.



### **Corruption and bribery**

As an internationally operating company, TCM Group has to pay special attention to the laws and customs in the individual countries and expects the same from its suppliers. Favors or attempts at bribery are to be strictly rejected, especially if there is a reasonable suspicion that they are intended to influence a business transaction.

## **Ecological responsibility**

#### Legal requirements

TCM Group suppliers are committed to protecting the environment for present and future generations and therefore consider it a matter of course to comply with laws that contribute to environmental protection.

## Sustainable management

The business partners of the TCM Group see it as a continuous process to minimize the environmental impact of their business activities and in this context to continuously improve their environmental protection measures.

The business partner of the TCM Group declares to have taken note of the aforementioned guidelines and to implement them in his company. Should a company of the TCM Group have any concerns regarding compliance with any of the guidelines, it shall be allowed to carry out an on-site inspection after prior consultation.

Ort/Datum	Name
Geschäftspartner (Unternehmen)	Unterschrift