



# **Supplier Specific Requirements**

## **Electropoli Czech Republic, s.r.o.**

### **Edition 1**

**26.06.2024**

These general requirements are a mandatory annex to the contracts with the supplier or contractor.

Non-compliance with the following requirements may result in the cessation of work carried out on the premises of Electropoli, termination of the contract, and possible legal consequences.

#### Table of contents

General Terms .....	2
Environmental Protection and Climate .....	2
Responsible Sourcing and Material Compliance .....	3
Code of Conduct .....	4
Development and supervision .....	4
Occupational Health and Safety and Fire Protection .....	4

## General Terms

The supplier's responsibility is to keep the company informed about any changes affecting the quality of the product/service provided or the requirements related to health and safety and fire protection, Environmental and Climate Protection, the Code of Ethics of the Electropoli Group and other requirements (including legal requirements).

Each supplier is obliged to maintain confidentiality towards Electropoli as well as to provide a signed document "Electropoli NDA PL-EN" (Non-Disclosure Agreement).

The supplier of products, processes or services must guarantee to Electropoli its ability to carry out the product or service in accordance with all specifications and the expected quantitative level, guaranteeing the efficiency of the production processes or services.

The Supplier is obliged to send invoices by e-mail to the following address: [cz.faktury@electropoli.com](mailto:cz.faktury@electropoli.com) and to include the order number or contract number on the basis of which the invoice was issued on each invoice issued to Electropoli Czech Republic, s.r.o. unless Electropoli decides otherwise.

## Environmental Protection and Climate

Electropoli is constantly striving to reduce the environmental and climate impact of its operations. As such, it requires its suppliers to support its commitment to mitigating climate change, protecting the environment, including biodiversity, and protecting natural resources.

Electropoli expects suppliers to conduct their business in a low-carbon and environmentally sustainable manner. In addition, it expects the goods and services to be produced in a resource-efficient manner and to meet the requirements covered by all relevant laws and conventions. Suppliers are expected to carry out ongoing environmental due diligence to identify, assess and determine potential risks in order to prevent, mitigate and mitigate negative impacts on the climate, biodiversity and natural resources.

In particular, the following are expected:

- reporting and monitoring of greenhouse gas emissions;
- energy management, energy efficiency and the use of energy from low-carbon and renewable sources;
- management of water resources, including monitoring of their quantity and quality;
- monitoring and ensuring adequate air quality,
- prevention of pollution of water, air and soil;
- implementation of the principles of the circular economy,
- receiving, reusing and recycling waste;

- protection of biodiversity, ecosystems, flora and fauna, including appropriate land management and combating deforestation;
- reducing noise emissions and preventing odour nuisance.

For the work carried out on the premises of Electropoli, the environmental requirements must comply with the ISO 14001 standards applied by Electropoli and the general environmental requirements for suppliers. Electropoli has implemented and applies an Environmental Management System in accordance with ISO 14001 and requires that those providing services to Electropoli comply with Electropoli's procedures in this regard, in particular:

- waste segregation - waste should be placed only in appropriately marked waste containers located in the plant hall,
- all other waste generated as a result of works carried out on the premises of Electropoli Czech Republic, s.r.o. by external companies may not be left on the premises of the company, but must be taken away by the contractor of these works for disposal or other management,
- prohibition of pouring any substances into the sewage system,
- motor vehicles used in Electropoli must be in good technical condition so as not to pose a threat to the environment, the engines of these vehicles must be switched off when stationary,

## Responsible Sourcing and Material Compliance

As a company, we are committed to sourcing minerals responsibly and minimizing the negative impact of hazardous substances on the environment and human health.

At Electropoli, we are determined to comply with legal requirements and customer-specific requirements regarding prohibitions and restrictions on substances, including hazardous substances, and responsible sourcing of minerals. Therefore, suppliers should ensure that the goods delivered to Electropoli meet the requirements covered by all relevant laws and conventions. In particular, this includes:

- Comply with the list of prohibited and restricted substances and, as agreed, declare any substances contained in the products supplied.
- Exercise due diligence to investigate the source of any minerals from high-risk and conflict-affected areas (conflict materials), as well as other restricted minerals used in products supplied to Electropoli.

As a responsible enterprise, we expect our suppliers to comply with all mandatory due diligence laws and regulations regarding mineral and material compliance, including tracking and preparing for future regulations and regulations.

Electropoli expects the supplier to provide the relevant declarations or statement upon request.

The Supplier acknowledges that it has read the Electropoli Group's Conflict Minerals Policy on the Electropoli website and undertakes to implement and comply with it.

## Code of Conduct

Each of Electropoli's suppliers and subcontractors must comply with the principles of the Electropoli Group's Code of Ethics on the company's website, which includes, i.a. human rights, fair employment conditions and business ethics, paying particular attention to:

- respect for the dignity, privacy and rights of every human being;
- prohibit behaviour, including gestures, language, or physical contact of a sexual nature, coercion, threats, insults, or exploitation;
- deterring discrimination in employment;
- prohibition of child labour at work, in accordance with applicable laws and regulations;
- prohibiting forced labour and allowing workers to terminate their employment relationships freely after an appropriate period of notice;
- fair remuneration of employees and compliance with remuneration laws and regulations;
- rules and regulations regarding working hours, including the overtime limit;
- respecting workers' rights to freedom of association and collective bargaining;
- to refrain from all forms of corruption, extortion and bribery;
- respecting the intellectual property of other parties, including Electropoli;
- comply with international trade and export control laws and regulations.

## Development and supervision

Electropoli is committed to continuous improvement of itself and its suppliers based on the available methods. Development and supervision methods include all activities that monitor and improve standards and processes at suppliers, including process audit in accordance with the "VDA 6.3" manual, simplified form of "Line Review", visits to the supplier's site, etc.

## Occupational Health and Safety and Fire Protection

immediate reaction, i.e. reporting irregularities such as smoke, leaks, unsecured containers with hazardous materials, etc. to the Electropoli

supervisory officer. All work carried out by external companies on the premises of Electropoli must be carried out in accordance with the applicable health and safety regulations after obtaining a permit issued by the Health and Safety and Environmental Protection Department. The basic duties of service providers in Electropoli include:

- ensuring order during work,

The full document on Fire Protection and Environmental Protection Requirements for Electropoli's contractors and subcontractors is available at every Electropoli plant in Czech Republic.