
Code of Conduct

Suppliers

ALTOVA[®]





01 Introduction

The Altova Group, including Altova GmbH and Altova, Inc. (hereinafter also referred to as “Altova”) maintains a relationship based on trust with its business partners. Among other aspects, Altova is guided by integrity, ethics, sustainability, and lawful conduct. Altova expects the same conduct from its business partners, whether customers or suppliers .

The present Code of Conduct for Suppliers (hereinafter referred to as the “Supplier Code of Conduct”) is based on the Code of Conduct of the Altova Group and specifically reflects what Altova expects from its suppliers in this respect and what commitments they are making to Altova.



02 Social Responsibility

Suppliers undertake to fulfill their social responsibility towards employees and the company in a broader sense. In this context, attention should be paid in particular to the following aspects:

Ban on Forced Labor and Child Labor

Suppliers undertake not to practice any form of forced or child labor. Altova is guided by the definition of child labor based on the standards of the International Labor Organization (ILO). If a local law stipulates a different legal minimum age for workers or longer compulsory education, the local age applies.

Ban on Discrimination and Unequal Treatment

Suppliers undertake to not to discriminate against age, gender, color, ethnic or social origin, sexual identity, disability, religion, or political opinion.

Exercising Employee Rights

Suppliers undertake to comply with the applicable laws and regulations for the protection of employees and to guarantee that employees can actively exercise their rights.

Working Hours and Remuneration

Suppliers undertake to comply with the applicable laws and regulations on the limitation of working hours and the granting of rest periods, rest breaks and vacations. Further, the suppliers undertake to pay their employees in accordance with the applicable laws and regulations and to guarantee them equal remuneration for equivalent work.

Conflict Minerals

Suppliers undertake to comply with the applicable laws and regulations on conflict minerals.



03 Occupational Safety

Suppliers undertake to comply with the applicable occupational health and safety regulations and will ensure a safe and healthy working environment in order to maintain the safety and health of employees, to protect third parties, and to prevent accidents, injuries and work-related illnesses. Finally, suppliers undertake to train their employees appropriately on all occupational health and safety topics – in a language they understand.



04 Other Compliance Aspects

Suppliers undertake to act lawfully and to maintain integrity in business transactions. This includes in particular the following topics:

Fair Competition

Suppliers undertake to conduct themselves fairly in competition and to comply with the applicable competition regulations, in particular antitrust laws, and to ensure that neither their services nor their goods violate the property rights of Altova and/or third parties. Price agreements with competitors, market sharing with competitors, and the abuse of a dominant market position through price discrimination and other conduct are not tolerated in particular.

Ban on Money Laundering

As a supplier of Altova, make sure there is compliance with the applicable laws and regulations on the prevention of money laundering, and that the use of cash in business transactions is avoided whenever possible.

Safeguarding Trade Secrets

Suppliers undertake to ensure that business information, namely technical, financial or competition-related information, is always handled in confidence and in accordance with any non-disclosure and confidentiality agreements. Suppliers are required to take appropriate precautions to protect such information.

Import & Export Controls

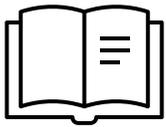
Suppliers agree to comply with all applicable export controls, sanctions, customs laws and regulations, including applicable trade restrictions, embargoes and other constraints on the import and export of goods, services and information. Suppliers undertake to ensure in particular that they themselves, their economic beneficiaries, all their representatives and other subcontractors employed by them are not listed as a sanctioned company and/or person on one of the applicable sanctions lists.



05 Environmental Obligations

Suppliers undertake to comply with the applicable environmental laws, environmental regulations and environmental standards. Insofar as environmental laws, environmental regulations and environmental standards contain reporting or other cooperation obligations for suppliers, the latter will comply with these reporting or other cooperation obligations on their own initiative, in full and within prescribed deadlines. Even in the absence of corresponding statutory obligations, suppliers will provide support to Altova promptly at its request to the best of their ability.

Altova expects its suppliers in the supply chain to set up adequate hazardous material management and to continuously work to avoid hazardous materials in products and to reduce detrimental environmental impacts.



06 General Regulations

The obligation also extends to information about affiliated companies, as well as sub-contractors, insofar as the company obligated to provide information has the information available or is able to obtain the requested information due to existing legal connections.

Any violation of the provisions of this Supplier Code of Conduct by a supplier is deemed a breach of essential contractual obligations and gives Altova the right, but not the obligation, to take appropriate measures (e.g. termination of the business relationship, contract termination, etc.).

Suppliers undertake to ensure that their employees comply with the requirements of this Supplier Code of Conduct and take all necessary precautions for the implementation of the requirements.

Furthermore, Altova suppliers are required to also oblige their subcontractors to comply with and implement the requirements of this Supplier Code of Conduct.



Declaration of the Supplier

We hereby confirm receipt of the Supplier Code of Conduct and undertake to comply with the principles and requirements of the Supplier Code of Conduct.

We also confirm that by signing this Supplier Code of Conduct, it will form part of the existing contractual relationship(s) between us and Altova. If there are conflicts between the Supplier Code of Conduct and the existing contractual relationship(s), the relevant further regulation shall apply.

Place, date

Supplier (company stamp, signature)

Name (block letters)