



Supplier

Code of Conduct



SUCCESSFUL
SOLUTIONS

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PMS Owner: Ing. Franz Grünwald

FOREWORD

Dear stakeholders,

As an expert for advanced partial and turn-key solutions in electrical and automation engineering, customer service and installation, the PMS Group provides support for national and international projects of industry customers as well as for meeting specific requirements.

Being a reliable partner means for us to deal responsibly with our customers, suppliers, employees and business partners. This Code of Conduct serves as the basis for proper ethical and legally compliant conduct throughout the supply chain. It contains the non-negotiable minimum standards that suppliers must comply with in business transactions with PMS.

The Code of Conduct is based on international standards, such as

- ♦ the UN Guiding Principles on Business and Human Rights,
- ♦ the OECD Guidelines of Multinational Enterprises,
- ♦ the Core Convention of the International Labour Organisation (ILO),
- ♦ and the 10 principles of the UN Global Compact.

This Code of Conduct is both – a demand on ourselves and a promise to the outside world. It is our responsibility to maintain our company's reputation. Our integrity is the basis for the lasting and future success.

Ing. Franz Grünwald
Owner

* In this text, every effort has been made to use gender-neutral language. If gender-specific terms are used at any point, they refer to both genders.



CORPORATE DUE DILIGENCE

Risk management

The supplier is obliged to share the content and requirements of this Code of Conduct with its employees, to imply the content by stipulating suitable contractual regulations and to check compliance with care.

Complaint management

The supplier shall be obliged to establish a platform for employees, which enables the prevention, identification, limitation and remediation of harm. The following criteria have to be fulfilled:

- ♦ easily accessible, trustworthy and fair complaints mechanisms;
- ♦ detailed information concerning their existence;
- ♦ transparent process regarding the dealing with complaints;
- ♦ the possibility of anonymous grievances.



BUSINESS INTEGRITY

Corruption and bribery

Conducting businesses with unfair competition will not be tolerated under any circumstances. The supplier shall comply with the statutory regulations against bribery, corruption, extortion and embezzlement. Procedures for monitoring and enforcement of standards shall be implemented to ensure compliance with anti-corruption laws.

Giving or offering any payment, gift, hospitality or other benefit in the expectation that it will lead to a business advantage is strictly prohibited.

Rules of fair competition and antitrust law

The supplier is obliged to comply with the rules of fair competition of the respective country within the legal framework. Notably, it shall respect the applicable competition and antitrust laws, which prohibit agreements or practises that illegally restrain free and open trade or competition.

The supplier must not coordinate offers, prices, business conditions, plans or the like with competitors. The exchange or disclosure of commercially sensitive information regarding competitors, customers or suppliers may also violate applicable competition law.

Money laundering prevention

The supplier shall ensure that it fulfils the statutory obligations on money laundering prevention. The participation in money laundering operations is prohibited. Any unusual financial transaction, notably involving cash, suggesting the suspicion of money laundering is expected to be assessed and, if necessary sanctioned by the supplier.

WORKING CONDITIONS AND HUMAN RIGHTS

Labour Law

As far as stipulated in national regulations, all employees must have a written employment contract. Furthermore, the employees have to be informed in a comprehensive way about their rights, remuneration, regulation of working hours and leave entitlements.

Remuneration and social benefits

The supplier shall undertake to reward its employees in time, regularly, fully and in accordance with the statutory minimum wage or on base of industry standards approved in collective bargaining. In addition, statutory social benefits shall be granted.

Working hours

Statutory working time regulations, including overtime, breaks, rest and holiday periods as well as sick days and parental leave have to be strictly complied with by the supplier.

Occupational Health and Safety

The supplier guarantees compliance with health and safety standards at work and shall ensure the prevention and combat of potential hazards, accidents, injuries and illnesses.

The minimum requirements include the provision of drinking water, proper lighting, temperature regulation and ventilation, adequate sanitary facilities and personal protective equipment, as well as appropriately equipped workspaces and occupational health care.

All employees shall be trained regularly on health, safety and emergencies at the workplace.

Freedom of association

Employees shall have the right to form and join a trade union of one's choice, appoint an employee representation and be elected to this representative body without threat or intimidation.

Discrimination ban

The supplier shall prevent and refrain from any form of discrimination. In particular, no employee shall be discriminated due to ethnic and national origin, colour, religion or belief, social background, gender, age, physical or mental disability, sexual orientation or sexual identity. This must be applied in matters of recruitment, promotion and remuneration of employees.

Prohibition of child labor

The supplier is required not to employ children under the age of 15. Neither directly nor indirectly. The same is true for children who have not reached the legal minimum age for the completion of compulsory education. Only exemptions recognised by the ILO are tolerated.

In case of employment of adolescents, the supplier must ensure that the working hours do not interfere with their vocational training.

Prohibition of forced labour

Any form of forced labour is prohibited, notably of a physical, psychological or financial nature. The supplier shall respect the right of its employees to terminate their employment contract in compliance with the contractually agreed or statutory notice period. Withholding identification documents from employees is strictly forbidden.

Special vigilance is required in case of assigning employment agencies. Only legal and responsible employment agencies may be appointed.

Rights of local communities

PMS expects suppliers to respect any applicable local, national, international and traditional land, water and resources rights.



ENVIRONMENTAL PROTECTION

Consumption of resources, avoidance of environmental pollution

The supplier shall limit the environmental impact of its business activities to a minimum. Compliance with all applicable local and internationally recognized environmental standards and laws is expected. This means

- ♦ to use resources responsibly,
- ♦ a steady improvement in energy efficiency,
- ♦ to minimize the emissions of greenhouse gases and air pollutants,
- ♦ to avoid generated waste,
- ♦ to avoid and reduce packaging wherever possible,
- ♦ to contribute to environmental protection actively.

Dangerous substances and product safety

Labelling hazardous materials, chemicals and substances and ensuring their safe handling, movement, storage, recycling and disposal is mandatory. The supplier must comply with all applicable regulations and laws relating to hazardous materials, chemicals and substances.





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