



## SUPPLIER CODE OF CONDUCT

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# Foreword

SLUŽBA NITRA, s.r.o. (SLUŽBA) develops and produces automotive electronics, populated printed circuit boards and both interior and exterior lighting.

In all activities, we respect ethical business principles, complying with legal and other regulations.

We always review any risks that emerge in order to minimize losses for all stakeholders. Our actions are focused toward building long-term, fair and economically beneficial relationships with all our partners.

SLUŽBA expects from all its current and potential suppliers the same level of fairness, integrity and responsibility in all areas of their business. Accordingly, this Supplier Code of Conduct defines requirements and recommendations for all existing and potential suppliers. It applies to any contractor supplying materials, commodities and services to SLUŽBA.

Suppliers shall accept and abide by the Supplier Code of Conduct, which is an integral part of the commercial relationship between any supplying contractor and SLUŽBA NITRA, s.r.o.

## Legislative Requirements

Suppliers agree to comply with the current legislative requirements, customer requirements and norms applicable to the legal system in which they operate.

## Human and Labor Rights

Suppliers will act in accordance with fundamental human rights and guarantee them for all their employees, depending on applicable legislation.

### **Child Labor**

Suppliers will tolerate no child labor within their organizations and is required to comply with the requirements and recommendations of the International Labour Organisation (ILO).

### **Forced Labor**

Suppliers shall prohibit and not permit any forced labor or human trafficking within an organization or in connection with their organizations.

Suppliers will engage with employees and protect them from any case of forced labor and any physical or verbal abuse (such as cruelty, harassment or discrimination, exploitation in any area and any violent gestures or behavior).

### **Discrimination**

Suppliers will treat all individuals respectfully and fairly regardless of color, nationality, race, social background, disability, sexual orientation, political or religious affiliation, gender, age or any other characteristic specified in applicable legislation.

### **Working Hours and Compensation**

Suppliers will respect and comply with the applicable labor laws of the respective country. They guarantee that all staff employed by them will be compensated in accordance with applicable legal minimum wage requirements and in compliance with working hours set by legislation.

### **Freedom of Association**

Suppliers shall respect the rights of the people they employ and comply in full with applicable legislative requirements in the country, and to allow them to establish a worker's council, to bargain collectively and to seek other forms of employee representation.

## **Product Safety, Health and Environment**

### **Environmental Protection**

Suppliers will comply and act in accordance with applicable legislation, regulations and standards related to environmental protection in accordance with either ISO 14001 or equivalent. They are expected to minimize any negative impact on the environment and to improve and protect it routinely every day.

### **Product Safety**

Suppliers undertake to manufacture safe products and supply SLUŽBA with them to ensure a safe working environment and minimize accidents and exposure of staff to risks.

### **Health and Safety**

Suppliers and expected to comply fully with legal requirements for safety and health at workplaces.

## **Financial Relationships**

Suppliers will provide SLUŽBA with truthful information about their financial positions. They will act in compliance with applicable legislation to the extent laid down in the corporate charter. They will provide unbiased accounting information to national and local government authorities and information to media and the public about their activities and intentions. Suppliers will conduct transparent financial transactions and properly pay taxes.

## **Supply Chain**

Supplier should establish certified management system according to ISO 9001: last version as minimum requirements and try to develop certification IATF 16949: last edition.

Suppliers are required to promote the principles of the Supplier Code of Conduct also among their suppliers and to consider these principles when they select new or potential suppliers in their own supply chains.

Suppliers are responsible in full for the scope of their deliveries and services and also for their subcontractors and the services they provide in all aspects, including overall quality. All legislative regulations and requirements related to production and process specifications,

standards and the latest version of documents shall be acknowledged by suppliers. They should document processes to ensure products, processes and services comply with and meet legislative requirements in their country and also in countries where they are delivered and in those defined by their customers. This process must also be followed by their subcontractors.

## Anti-corruption Requirements

Suppliers must comply with applicable anti-corruption legislation. Corruption, bribery and money laundering are not to be tolerated in any way.

Suppliers are expected to make their decisions solely on the basis of objective criteria and to avoid any conflict of interest. They will compete fairly and in accordance with antitrust law. Any agreement made with a competitor that may lead to violations of the law will not be tolerated.

Suppliers undertake not to provide gifts, entertainment, commissions or other benefits to staff employed by SLUŽBA, nor to their family members.

## Confidentiality Agreements

Suppliers shall respect confidentiality agreements, treat any exchange of information in their commercial relationships as confidential and not provide such information to third parties. All information and data subject to confidentiality agreements are to be safeguarded. Hardware such as computers, notebooks and storage units must be protected against unauthorized access.

## Anti-terrorism Requirements

Suppliers are responsible for ensuring nobody has any direct or indirect association with terrorist activities at any level:

- Direct or indirect terrorist activities
- Action against common and social rights
- National or international terrorism
- Political terrorist activities

## CMRT Conflict Minerals Reporting Template

An integral part of the Supplier Code of Conduct is the requirements of the Conflict Mineral Declaration. Every supplier is required each year to declare and submit a declaration in accordance with applicable regulations.

## Scope of the Code at Služba Nitra, s.r.o.

The Supplier Code of Conduct covers all suppliers and commercial partners of SLUŽBA NITRA, s.r.o.

Suppliers are required to act in compliance with the Code and any violation of it will be considered a breach of contract against SLUŽBA NITRA, s.r.o.

Suppliers will act within the meaning and in compliance with the principles and requirements laid down in the Code. These requirements also apply to their subcontractors.

This document must be signed by the company's authorized representative.

In case of any comments please send it to the following email: [sluzba@sluzbanitra.sk](mailto:sluzba@sluzbanitra.sk)

Supplier (company):

Place and Date

Name, Position

Signature, Stamp



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1	First edition (rev.0)	10.12.2020	Ing. Ján Humený	Ing. Ján Fülöp Ing. Jaroslav Hronec

