

ORIGINAL ONLY WITH THE DIAMOND

**WITA**<sup>®</sup>



**WITA**<sup>®</sup>  
**code of conduct  
for suppliers, customers  
and other related parties**

WITA<sup>®</sup> has a strong commitment to economic, environmental and socially sustainable development.



# introduction

WITA® has a strong commitment to economic, environmental and socially sustainable development. Therefore we carefully determine and provide resources needed for the establishment, effective implementation, maintenance and continual improvement of our quality management system in accordance with our vision and mission (ISO 9001:2015, chapter 7). The core values in our daily work are wise choice of values in business, innovation, team spirit and authenticity.

Our suppliers play an important role in our sustainability work and we strongly believe that it is in the mutual interest of both WITA® and our suppliers to meet the present and future requirements of markets and society.

WITA® Code of Conduct for Suppliers is based on the UN Global Compact's ten principles and ILO fundamental Conventions and expresses the expectations that we hold for our suppliers.



## compliance with laws

WITA® expects the supplier to operate in full compliance with all laws and regulations applicable to its business.

## human rights

WITA® expects the supplier to support and respect the protection of international human rights in the sphere they can influence and ensure that their own company is not involved in human rights violations.

# working conditions





## **modern slavery**

The supplier must not engage in modern slavery related activities, such as using force, threats or deception to get a person to work; destroying or otherwise denying access to an employee's identity or immigration documents; charging employees recruitment fees; and failing to provide an employment contract. ILO Convention 105.

WITA® respects cultural differences and expects that the supplier do not practice discrimination at work based on race, religion, gender, age, nationality or sexual orientation. Supplier's employees must not be exposed to any physical punishment, threats of violence or physical, sexual, psychological or verbal harassment or maltreatment in the workplace or in work related situations. ILO Convention 111.

## **non-discrimination**

## **child labour**

The supplier must not engage in, or benefit from the use of child labour. Young employees within the age of 15 - 18 years shall not be exposed to work that is likely to harm their physical or mental health, safety or morals. ILO Convention 138 and 182.

Supplier shall always respect and comply with applicable laws and collective bargaining agreements, if applicable, on working and resting hours, including overtime working hours, as well as annual, sick and parental leave and any other applicable leave regulations. ILO convention 100.

We create a suitable, work-friendly environment, which is social (e.g. non discriminatory, calm, non-confrontational) and make every effort to accomplish a stress-reducing, burnout preventive and emotionally protective work atmosphere (ISO 9001>2015, chapter 7.1.4).

## **working hours and wages**

# environment

Environmental considerations are an integral part of WITA® business practices. WITA® expects its suppliers to reduce the environmental footprint of their production, products and services throughout their entire life-cycle. The life cycle stages include acquisition of raw materials, design, production, transportation/delivery, use, end-of-life treatment and final disposal.



## resource efficiency

The supplier shall use energy and resources efficient, and thrive for recyclable design and reduced material consumption. The supplier shall contribute to recycling and reuse of materials and products to the highest extent possible.



WITA's business goal is to ensure quality at all levels in the value chain. WITA® expects the supplier to continuously improve their processes and deliver products with high quality to ensure sustainable products with a long user warranty period.

## quality

## pollution and waste management

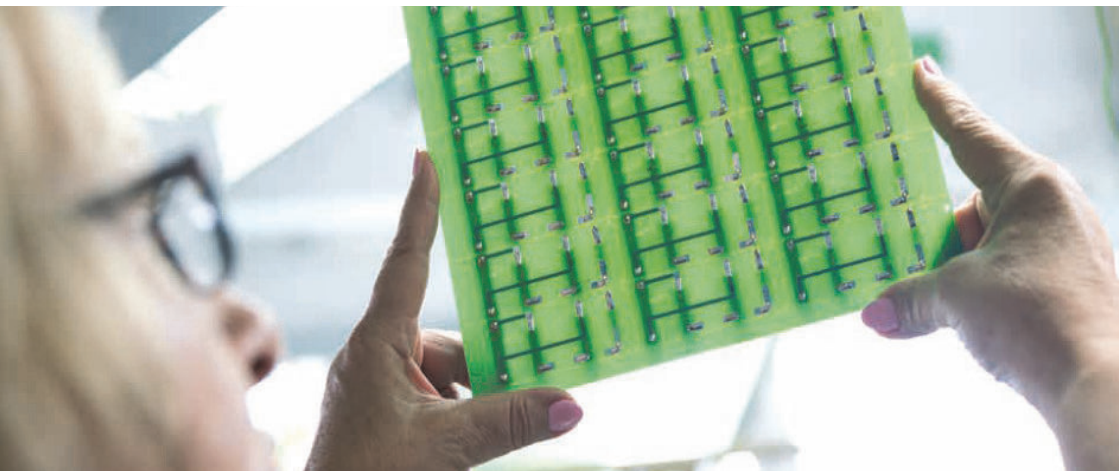
The supplier shall avoid pollution and minimise waste of all types and ensure that air emissions, wastewater and solid waste generated from operations are monitored, characterized, controlled and treated as required by law prior to discharge.

The innovation is our way of environment protection and sustainability. WITA® expects the supplier to promote greater environmental responsibility and encourage the development and use of sustainable technologies to reduce the environmental footprint.

## sustainable technologies

## hazardous substances efficiency

The supplier shall ensure that chemicals and hazardous materials are handled, stored and disposed in an environmentally safe way. In the interest of environmental protection and sustainability WITA® meets the requirements of the West Electrical and Electronic Equipment Directive 2012/19/EU by means of comprehensive recycling information (list of materials used in production), well detailed manuals and appropriate labelling of our products in accordance with recycling guidelines.







# business ethics

## anti- corruption

Corruption is recognized as a barrier to sustainable development and free trade. WITA® expects the supplier to oppose all forms of corruption, including extortion and bribery.

WITA® expects the supplier to do business in an open and transparent way in order to demonstrate that they are an honest and reliable partner.

## conflicts of interest

## information protection

WITA® expects the supplier to handle sensitive information, including confidential, proprietary and personal information. The Supplier shall respect its employees' right to privacy when collecting or storing personal data in accordance with the GDPR regulation.

WITA® expects the supplier to respect and comply with all applicable fair trade, competition and anti-trust laws and regulations. The supplier shall not have any anti-competitive discussions or enter into any anti-competitive agreements, including illegal price fixing, market sharing, customer allocation or other illegal restrictive practices, at any level of the production or distribution chain.

## fair competition





# trade compliance

trade

conflict  
minerals

terms and  
conditions

The supplier must ensure that its business practices are obeying applicable laws and regulations governing the export, import and retransfer of products, components, software and technical data and assistance. The supplier shall provide truthful and correct information and is expected to adhere to applicable embargoes and sanctions aimed at maintaining or restoring peace and security.

WITA® expects the supplier to exercise reasonable due diligence concerning its use of conflict minerals and the source of these minerals.

As a condition of doing business with WITA®, we expect you as our supplier to comply with these requirements. It is WITA®'s intention to maintain this Code in a spirit of constructive dialogue and partnership for the mutual benefit of both parties. WITA® expects that the supplier will, upon receiving reasonable notice, give access to relevant documentation to verify compliance with the Code of Conduct. Failure to comply with WITA® Code of Conduct for Suppliers is considered as material breach of contract. For general questions or comments on the Code of Conduct, the Supplier may contact his procurement contact at WITA®. The supplier hereby declares that he has read and understood WITA® Code of Conduct for Suppliers and will comply with the obligations in accordance with this code.





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