



# Code of Conduct

Code of Conduct  
for business partners



Dear business partners,

Since 1962, BIKAR has stood for the reliable and on time supply to our customers with high quality semi-finished products at competitive prices. For BIKAR, the trust and recognition of our customers, end users, suppliers, members of staff, business users, neighbors and public are extremely important to us.

For us, an essential basis for mutual trust is sustainable, responsible and rule-compliant actions. We create this basis by orienting ourselves to our family values. In doing so, we always promote and demand social, ecological and economic sustainability, respect for and compliance with the law and internal company rules. We consistently comply with these requirements and values ourselves which are communicated internally to our BIKAR FAMILY in a separate code of conduct.

In order to provide a healthy basis for trust, integrity and partnership, we also require our business partners to implement the following contents. Furthermore, the requirements must also be ensured in the supplier's supply chain. Against this background, we have developed this Code of Conduct for our business partners.

Only if we all work together in this sense - using this code of conduct we can strengthen our mutual trust and protect our company, our business partners and also the environment.

- Alexander Bikar -  
CEO

- Pascal Bikar -  
CEO

- Claudia Bikar -  
CEO

**\*Note**

Aspects of gender mainstreaming will be given due consideration in the implementation of the activities. In this document, the masculine form of terminology is used primarily for reasons of readability. Where no explicit distinction is made, all gender identities are generally addressed.

## BUSINESS INTEGRITY



### Cooperation with customers, suppliers and other business partners

In particular, we expect our business partners to comply with all local, national and international laws and regulations applicable to their business activities, to meet standards for the protection of employee health and safety, the environment and data, and to refrain from corruption, money laundering and tax evasion. We expect our customers and business partners must behave with the same integrity as we do.



### Fair competition

We respect and expect our business partners to respect competition and antitrust laws. Agreements with competitors on prices, pricing, offers, quantities, conditions or market divisions are strictly prohibited.



### Protection of company property

We expect our business partners to protect our company's property and resources from damage or loss. In addition to physical resources, this includes intellectual property, documents and confidential information.



### Corruption

We expect our business partners to strictly reject bribery and corruption and to comply with applicable law.



### Import and export control

We expect our business partners to respect applicable trade restrictions, embargoes and other restrictions. In addition, we expect our business partners to ensure compliance with all applicable laws governing the import and export of goods, services and information.



### Combating money laundering and tax evasion

Our business partners are committed to complying with laws against money laundering and tax evasion and not to engage in money laundering activities.



## OUR RESPONSIBILITY



### Human rights

We expect our business partners to respect and protect the globally applicable regulations for the protection of human rights as fundamental and universally applicable requirements. Our business partners must not use child labour or forced labour and must at least comply with the conventions on the worst form of child labour, the abolition of forced labour and the minimum age.



### Pay and working hours

We expect our business partners to remunerate their employees fairly and in line with their performance. At the same time, we also expect our business partners to comply with the respective applicable national legislation on working hours. Remuneration for regular working hours and overtime must correspond to the national statutory minimum wage or the minimum standards customary in the industry, whichever is higher.



### Social and fair

BIKAR does not tolerate any form of discrimination or disadvantage based on gender, age, origin, culture, religion, disability or sexual orientation. We also expect this from our business partners. Our business partners should respect freedom of association and expression and support the exchange of different ideas and views.



### Working conditions and occupational safety

We expect our business partners to give top priority to the safety and health of their employees and visitors. To ensure this and to prevent accidents, the laws, regulations and standards applicable in the workplace are to be complied with. Internationally recognised standards shall be followed by our business partners.



### Freedom of assembly

We expect our business partners to respect the right of their employees to freedom of association and collective bargaining. Workers' representatives must not be discriminated against and their employment contracts must not be terminated in retaliation for exercising workers' rights, raising grievances, participating in trade union activities or reporting suspected rights violations.



Data protection and  
Information Security

We expect our business partners to respect all applicable laws on the protection and processing of personal data of employees, customers, suppliers and other data subjects. Company and business-related data must be treated confidentially and may only be used within the scope of the task.



Production safety

Our business partners inform BIKAR METALS MANAGEMENT GmbH & Co. KG proactively and transparently about the environmental and safety aspects of their products. The business partners shall comply with all applicable product safety requirements and regulations, in particular the legal requirements concerning the safety, packaging and labelling of products as well as the use of hazardous substances and materials.

## CONSIDERATE HANDLING



Environmental protection

We expect our business partners to conduct their business in an environmentally conscious manner and to take measures for a responsible approach to the environment. We assume that the respective applicable national environmental laws, regulations and standards are complied with. Consideration must be given to minimising the emission of greenhouse gases, minimising damage to the environment and health, and using renewable resources.

Section 1502 of the US Dodd-Frank Act of 2010 and comparable national and international legal obligations.



Waste and recycling

When developing, manufacturing and shipping products, our business partners must take into account the avoidance of waste, recycling, reuse and the safe, environmentally friendly disposal of residual waste.



Conflict materials

We expect our business partners in the supply chain to respect human rights in the procurement of their raw materials. For this reason, no raw materials should be purchased or used whose extraction fuels conflicts in the known regions where these rights are violated. This is based on



Energy and resource efficiency

We expect our business partners to use natural resources sparingly and reduce environmental impacts in the air, on land and in water.

## IMPLEMENTATION



### Confirmation of the business partner

We hereby assure you that all our actions are carried out on the basis of the contents of the BIKAR METALS MANAGEMENT GmbH & Co. KG Code of Conduct for Business Partners. Furthermore, we confirm that we have received and understood the BIKAR METALS MANAGEMENT GmbH & Co. KG Code of Conduct for Business Partners.

Please confirm that you comply with our Code of Conduct or do you have your own code of conduct? Then please tick this and send it to us.

We have our own code of conduct



Company name

Name, position of the signatory

Date, Place

Stamp, signature



### Consequences in the event of infringements

In the event of violations of the above code of conduct, the supplier or business partner shall be obliged to notify BIKAR METALS MANAGEMENT GmbH & Co. KG. BIKAR METALS MANAGEMENT GmbH & Co. KG shall be entitled to terminate the business relationship with the supplier or business partner by extraordinary notice if the supplier or business partner does not comply with the basic principles set out in this Code of Conduct.



### CONTACT

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