

IBA Dosimetry Supplier Code of Conduct



Introduction

IBA follows a Code of Conduct that has been set up and incorporated as part of our everyday company culture. Nevertheless, at IBA Dosimetry we also want our valued suppliers to affirm their Corporate Social Responsibility as a part of their global business activities (internationally known as 'CSR'¹).

We strongly believe that the rules laid down in this document are common sense; however, we still appreciate your confirmation that these rules will be followed.

This Supplier Code of Conduct (SCoC) is based on the IBA Code of Business Conduct supplemented by the ZVEI's Code of Conduct for Corporate Social Responsibility.

Basic Understanding of Social Responsibility in Corporate Management

A mutual, basic understanding of social responsibility in corporate management forms the basis of this SCoC. This means the undersigned company assumes responsibility by bearing in mind the consequences of its business decisions and actions on economic, technological, social and environmental levels and brings about an appropriate balance of interests. The undersigned company voluntarily contributes to the well-being and long-term development of a global society at every point it can at the locations where it is in business. It is geared towards universally held ethical values and principles, especially integrity, honesty and respect of human dignity.

Where this Supplier Code of Conduct applies

This SCoC is in effect for all of the undersigned company's branches and business units worldwide. The undersigned company is committed to promoting adherence on the part of its suppliers and other participants in the value chain to the content of this SCoC at every point possible.

General Requirements

Management Systems

A suitable management system (e.g. ISO 9001) or other controls should be in place to ensure compliance to this Code. Additionally, suppliers should also promote the principles laid down in this Code to their suppliers and sub-suppliers, and monitor adherence.

¹ CSR = Corporate Social Responsibility

Core Values for Social Responsibility in Corporate Management

Adherence to Laws

IBA Dosimetry and its suppliers shall abide by the laws in effect and other legal requirements of the countries where they are in business. For countries that have a weak institutional framework, the company will carefully examine what good company practices from their home country should be applied to enable supportive, responsible company management.

Integrity and Organizational Governance

Business Ethics

The undersigned company gears its activities towards universally held ethical values and principles, especially integrity, honesty, respect of human dignity, openness and non-discrimination based on religion, ideology, gender and ethnicity.

Anti-Corruption

The undersigned company rejects corruption and bribery as stated in the relevant UN Convention². It uses suitable means to promote transparency, trading with integrity, responsible leadership and company accountability. We do not tolerate any form of corruption, bribery, extortion or embezzlement. Suppliers must ensure to not offer or accept any benefits (e.g. cash, non-monetary gifts or services or amenities of any other nature) to obtain undue or improper advantages.

Fair competition

The undersigned company pursues just and recognized business practices and fair competition. In regard to competition, it focuses on professional behavior and high standards of quality for work. It fosters partnership and trusting interaction with the supervisory authorities. Additionally, it will adhere to the parameters of the 'Guide for our Association Activity – Instructions for Compliance with Competition Law in the ZVEI'.

Conflict of Interest

Any conflict of interest shall be avoided. A conflict of interest exists when the supplier's or its employees' interests are inconsistent with those of IBA Dosimetry and create conflicting loyalties. Suppliers must comply with applicable competition laws and regulations and shall not enter into discussions or agreements with competition regarding prices, market sharing or similar activities.³

Confidentiality and protection of property rights

All intellectual property rights of IBA Dosimetry must be protected and kept confidential. This is even more important if suppliers work for the competition as well. Therefore, any internal or confidential information must be protected against misuse, theft, fraud or improper (even unintended) disclosure.

Consumer Interests

As far as consumer interests are affected, the undersigned company abides by regulations that protect the consumer, as well as appropriate sales, marketing and information practices. Groups that are in special need of protection (e.g. protection of minors) will receive special attention.

Communication

The undersigned company will communicate openly and encourage dialogue about the requirements and implementation of this CoC among employees, clients, suppliers and other

² UN Convention against corruption in 2003, in force since 2005.

³ http://ec.europa.eu/competition/antitrust/overview_en.html

stakeholders. Every document and all information will be duly produced. Documents will not be unfairly changed or destroyed, and will be properly stored. Company secrets and partners' business information will be handled sensitively and will be kept in confidence.

Human Rights

The undersigned company is committed to promoting human rights. It respects human rights as stated in the Charter of the United Nations⁴, especially those named in the following:

Privacy

Protection of privacy.

Health and Safety

Ensuring health and work safety, especially the guarantee of a safe and health-promoting work environment, avoiding accidents and injuries.

Harassment

Employee protection against bodily punishment and against physical, sexual, psychological or verbal harassment or abuse.

Freedom of Conscience

Protection and guarantee of the right to freedom of conscience and freedom of expression.

Working Conditions

The undersigned company abides by the following core work standards from ILO⁵:

Child Labor

The prohibition of child labor, i.e. the employment of persons younger than 15 years old, as long as the local legal requirements do not specify a higher age limit and as long as no exceptions are permitted⁶.

Forced Labor

The prohibition of forced labor of any kind.⁷

Wage Compensation

Work standards concerning compensation, especially in regard to the level of compensation as stated in the laws and requirements that are in force⁸.

Employee Rights

Respecting the rights of the employee to freedom of association, freedom of assembly and collective bargaining, as long as this is legally permitted and possible in the respective country.⁹

Prohibition of Discrimination

Treatment of all employees in a non-discriminatory fashion.¹⁰

⁴ General explanation of human rights, UN Resolution 217 A (III) from 1948

⁵ ILO = International Labour Organization

⁶ ILO Convention No. 138 from 1973 and ILO Convention No. 182 from 1999

⁷ ILO Convention No. 29 from 1930 and ILO Convention No. 105 from 1957

⁸ ILO Convention No. 100 from 1951

⁹ ILO Convention No. 87 from 1948 and ILO Convention No. 98 from 1949

¹⁰ ILO Convention No. 111 from 1958

Disciplinary practices

Disciplinary actions shall be conducted in such a manner to ensure the fair and humane treatments of employees. No employee shall be subject to corporal punishment. Progressive disciplinary action shall be applied.

Hours of Work

The undersigned company abides by work standards concerning the longest permitted time of work.

Civic Commitment

The undersigned company contributes to the social and economic development of the countries and regions where it is in business and promotes appropriate, volunteer activities by its employees.

Material Compliance

Suppliers shall adhere to rules and regulations regarding the use of hazardous substances, restricted chemicals and substances of very high concern (SVHC) (e.g. RoHS, REACH directives) as well as requirements regarding conflict minerals. The OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas provides guidance on that topic.

This includes the reliable determination of the origin and source of materials and substances used in products and components.

Environmental Protection

IBA promotes sustainable development and is committed to diminishing its ecological impact. IBA is attentive to the weight of its activities, products and services on the environment. Consequently, every employee is expected to perform his/her job with green awareness and, if in doubt, apply the precautionary principle.

We encourage our suppliers to establish a Management System (e.g. according to ISO 14001)

The undersigned company fulfills the requirements and the standards for environmental protection that affect its operations, and acts in an environmentally conscious way at all locations where it is in operation. For additional responsibility with natural resources, it holds to the principles from the Rio Declaration.¹¹

Company Name: _____

Signed by (Name): _____

Date, Signature: _____

¹¹ The 27 principles from the "Rio Declaration on Environment and Development" from 1992 as the result from the UN Conference on Environment and Development in Rio de Janeiro