

## Sustainability Standards for Suppliers

### Introduction

Awareness of the importance of sustainable development and the need for integrated action in the economic, social and environmental areas is growing worldwide. The BURY Group's sustainability requirements reflect global trends, corporate responsibility expectations of our business partners and good business practices.

The following standards define BURY Group's expectations of its suppliers in the three main areas: social, ethical and environmental. The contents of this document are incorporated into the terms and conditions of contracts with our suppliers around the world.

The BURY Group's goal is to run a sustainable business throughout the supply chain. To achieve this goal, it is essential that our business partners follow this path with us. Therefore, we ask our suppliers to share the principles of the Sustainability Standards and to require their business partners to do the same.

We are convinced that long-term economic success depends on our actions today and on everyone's commitment.

Approved by the Management Board.

Bernadetta Dzik  
CEO Bury Sp. z o. o.

Krzysztof Wesolowski  
CPO Bury Sp. z o. o.

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## I. Social

<b>1. Management system</b>	Suppliers should obtain ISO 45001 Occupational Health and Safety management certificate.
<b>2. Health and safety at workplace</b>	Suppliers as employers guarantee security and health protection at the workplace, at least in range of national provisions in force and supports constant development in order to improve the working conditions at the same time.
<b>3. Respect of human rights</b>	<p>Suppliers are obliged to respect the internationally approved human rights. In regards with all business actions taken in range of their influence, suppliers are to be concerned about not being involved in actions of violating human rights or by themselves, their business partners or subcontractors.</p> <p>An elementary human right is the right to land and natural resources, water, forests, etc., especially in the context of indigenous peoples. Suppliers should ensure that these rights are respected. Forced displacement is not acceptable. In the case of possible land issues, measures will be taken to guarantee the participation of indigenous peoples in the decision-making process regarding the land they live on and the natural resources therein.</p>
<b>4. Freedom of choice of employment</b>	Forced or compulsory labour is not allowed. Employees must be free to terminate the employment contract in accordance with the relevant terms of notice.
<b>5. Prohibition of child labour</b>	<p>It is not allowed, at any stage of production or treatment, to using child labour. Suppliers are obliged to respect at least the conventions of the International Labour Organization related to the minimal age of an employee and the prohibition of child labour.</p> <p>Child growth cannot be in no way restrained. Their safety and health cannot be endangered.</p>
<b>6. Equal opportunities/ prohibition of discrimination</b>	Suppliers are obliged to provide equal opportunities regarding employment and to eliminate any signs of discrimination. Discrimination of employees cannot take place e.g. because of their origin, nationality, skin colour, religion, outlook, political and association activities, gender, orientation, disability, sickness or pregnancy. Suppliers are also expected to respect the rights of minorities and indigenous peoples.
<b>7. Freedom of association and the right of collective bargaining</b>	Suppliers must guarantee freedom of association and effective recognition of the right for collective bargaining. It needs to be guaranteed, that the employees can openly communicate with the management of the company about work conditions without fear of consequences. Employees' freedom of association, joining the union, appointing representatives and being appointed is respected.
<b>8. Justice in terms of pay, working hours and social benefits.</b>	Salary and social security benefits must comply with the fundamental principles connected to minimum wage, the applicable regulations related to overtime and social benefits dictated by a regulation work time and holiday/ off-time must correspond to at least provisions in force, industry standards or appropriate conventions of the International Labour Organization, depending on which regulation is more severe.
<b>9. Privacy and data protection</b>	When collecting, storing, processing or transferring personal data (e.g. name, address, telephone number, date of birth, health information) relating to employees, customers or other third parties, Suppliers must take great care and maintain strict confidentiality, while also observing applicable laws and rules.
<b>10. Private or Public Security Forces</b>	Personnel involved in providing security services to supplier operations should respect human rights, be properly trained and relate respectfully to people in order not to cause violations.

## II. Environmental

<b>1. Management system</b>	<p>Suppliers should obtain ISO 14001 Environmental management certificate. Additionally Suppliers which obtain ISO 50001 Energy management system are preferred.</p>
<b>2. Responsibility for environment.</b>	<p>In the context of environmental issues, suppliers have to follow the precautionary principles, take initiatives to support greater environmental responsibility and foster development and dissemination of cleaner technologies.</p> <p>Climate change is a fact. Further changes can be stopped by reducing greenhouse gas emissions. The goal of our suppliers should be to strive for carbon neutrality as early as possible. This applies to both own and upstream operations and requires a robust plan. Supply chain activities should also protect the environment, with its natural ecosystems and biodiversity, including animal welfare, land use, soil health and deforestation.</p>
<b>3. Environmentally friendly manufacturing.</b>	<p>At all stages of production optimum protection of the environment must be guaranteed. Proactive attitude aimed at eliminating or minimizing the consequences of accidents that can have a negative impact on the environment is understood here. Particular importance is attributed to the use and development of technologies and taking actions that:</p> <ul style="list-style-type: none"> <li>- reduce water and electricity consumption,</li> <li>- minimize air pollution,</li> <li>- minimize waste and allow to implement sustainable resources management,</li> <li>- reduce organization's carbon footprint,</li> <li>- incorporate reuse and recycling and support circular economy,</li> <li>- introduces innovative solutions that contribute to environmental benefits,</li> <li>- reduce emission of noise,</li> </ul>
<b>4. Environmentally friendly products.</b>	<p>All the products throughout the supply chain must comply with environmental standards, adopted for a given market segment and laws. This applies to both complete product life cycle, as well as the materials used. Chemicals and other materials which may threaten the environment as a result of the release must be clearly identified. The management of hazardous materials is especially created for them so that they could be used, transported, stored, recovered, reused and disposed of on the basis of appropriate procedures.</p> <p>Nearly 80% of the CO<sub>2</sub> emissions that occur in the life cycle of our products are due to the supply chain and purchased components and materials. Therefore, we expect our suppliers to take measures to reduce CO<sub>2</sub> emissions in their direct operations, as well as at n-tier suppliers, what translates into a final product's carbon footprint (CF) or life cycle assessment (LCA).</p>
<b>5. Energy management</b>	<p>Suppliers should follow a systematic approach in achieving improvement of energy performance and efficiency in order to continually reduce their energy use and consumption and therefore their energy costs and their greenhouse gases emissions, with particular focus on increase of renewable energy sources.</p>

### III. Ethical

<b>1. Obeying laws</b>	In all actions taken and business relationship the top level of honesty is desirable. Suppliers are obliged to abandon all forms of fraud or dishonesty, crime of bad management leading to bankruptcy, corruption, guaranteeing benefits, passive or active corruption. The supplier is obliged to obey the laws and regulations applicable with respect to themselves or commercial relationship with BURY.
<b>2. Fair competition</b>	One should obey rules protecting and supporting competition especially antitrust rules. Companies must adhere to the principles of fair competition and a ban on agreements with competitors and the implementation of other actions that violate the principles of the free market.
<b>3. Avoiding conflicts of interest</b>	In dealing with business partners, suppliers are required to make decisions solely on the basis of rational arguments and cannot be convinced because of the private or financial interests of the individual.
<b>4. Confidentiality of business</b>	Suppliers undertake to treat information from business partners, in particular of organizational, commercial and technical nature, which they have come to know as a result of commercial relations as confidential and not to disclose it to third parties.
<b>5. Intellectual property</b>	Suppliers are obliged to obey third party intellectual property rights and protect information and personal data of their clients.
<b>6. Financial responsibility</b>	Suppliers should maintain their company's records in a responsible manner. This applies to business records, including but not limited to, financial accounts, quality reports, time records, expense reports.
<b>7. Disclosure of information</b>	Suppliers should disclose financial and non-financial and non – financial information in accordance with applicable law and regulatory requirements.
<b>8. Grievance Mechanism</b>	Suppliers are expected to provide their employees and other stakeholders with avenues for raising legal or ethical issues or concerns without fear of retaliation. Suppliers are also expected to take action to prevent, detect and correct any retaliatory actions.
<b>9. Conflict Minerals</b>	Bury is committed to responsible sourcing of minerals in our global supply chain. We look forward to working with our global supply chain partners to determine the origin of any conflict minerals they may supply to us. Suppliers using the so-called 3TG conflict minerals: tin, tantalum and tungsten, their ores and gold as well as cobalt and mica from conflict-affected and high-risk areas (CAHRAs), such as Democratic Republic of Congo (DCR) must fulfil 'supply chain due diligence' obligations, according to "OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas". Suppliers should exclude smelters for those raw materials that do not have an adequate and audited due diligence process and provide us in a timely manner with the required compliance reports CMRT (Conflict Minerals Reporting Template) and EMRT (Extended Minerals Reporting Template).
<b>10. Export controls and economic sanctions</b>	Economic sanctions and export controls may restrict or prohibit business dealings with specified individuals, entities or countries. They can also restrict or prohibit the export or import of certain goods or services. We expect our Suppliers to comply with all applicable sanctions and export controls.
<b>11. Counterfeit parts</b>	Suppliers should also build a counterfeit-aware culture. This requires training the team, vetting sub-suppliers, working with reliable partners and investing in technology to help detect where counterfeit goods are being sold.

### Sustainability grievance mechanism for BURY Suppliers:

In case of violation of the above standards, the discovery of irregularities, BURY Group provides for the possibility of filing grievances. Anyone can report this to us without fear of reprisals. You can submit complaints anonymously by our website: <https://www.bury.com/en/company/suppliers/> or directly by email: [suppliercomplaint@bury.com](mailto:suppliercomplaint@bury.com)

## Document history:

Rev.	Description of changes in the document	Editor	Date
1	Preparation of a document	M. Wagner	31.07.2016
2	Point III - 11 Intellectual property added	A. Smoleń	07.05.2020
3	Point III - Whistleblowing and protection against retaliation added	A. Smoleń	20.12.2020
A	Document registered as FHB156. Requirements on ISO14001, ISO45001, ISO50001 management systems added.	K. Wesółowski	28.10.2021
B	Point I – extension of the content in the subsections 3,6, new subsection 10; Point II – extension of the content in the subsections 2,3,4; Point III – new subsections: 6, 7, 8, 9,10,11; Annotation of Bury suppliers complaints; Document name change – from FHB 156A with all revisions to FHB 156B	A. Węgrzyn	29.03.2023