

Revision: 1.6  
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# Munters Supplier Code of Conduct



# Introduction

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Munters is a global leader in climate solutions for mission-critical processes. We offer innovative, efficient and sustainable solutions for customers in industries where controlling indoor humidity, temperature and energy efficiency is mission-critical. Climate control systems often account for a large percentage of the energy consumption in many of our customers' operations. With an optimal climate system, we can help them to more efficiently use energy or water resources, and thereby reduce their climate and environmental impact. Sustainability is an important part of Munters' business strategy and value creation.

The following Code of Conduct comprises standards on how Munters conducts socially, ethically and environmentally responsible business. The Code is approved by Munters' management Team, and expects all partnering companies to comply with the standards and principles set forth herein. Suppliers are urged to develop processes and systems similar to those presented in this Code, and communicate these to its suppliers and sub-contractors. Munters believes in a transparent and collaborative approach to business and sees shared responsibility in achieving successful and responsible business.

The Code of Conduct is based on internationally agreed regulations and standards, such as the 10 principles of the UN Global Compact, the Universal Declaration on Human Rights and the International Labour Organisation's Core Conventions on Labour Standards.

NOTE: This Code of Conduct is written and addressed to suppliers of Munters, but is applicable to all business relations, i.e. agents, distributors, partners, subcontractors, etc.

## 1 Compliance

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Munters expects all suppliers and partners, as us, to follow all applicable local, national, and international laws, and regulations in the regions they operate.

Legislation shall be applied, should differences exist between customs, norms, laws and/or regulations and the following requirements set in this Code of Conduct.

Munters expects the signee of this Code of Conduct to communicate and distribute within their own organization and within their supply chains or other applicable parties.

## 2 Human Rights & Labour

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The term “workers” refers to all types of employments (e.g. contract employment and temporary employment including consultants, agency staff, trainees etc.).

## 2.1 Non-discrimination

The supplier or partner shall keep a workplace free from all forms of discrimination based on race, color, age, sex, gender identity or expression, sexual orientation, ethnicity, disability (intellectual, physical and mental), religion, political affiliation, union membership, national origin, marital status or other. Munters does not accept discrimination of any kind in connection to access to employment, remuneration, promotions, job assignments, benefits, and/or termination.

## 2.2 Fair treatment

Workers shall be treated equally, fairly, with dignity and respect and enjoy a good working environment. The workplace must be free from all forms of harassment, threats and inhumane treatment including sexual harassment, sexual abuse, corporal punishment, verbal abuse or unreasonable restrictions when entering or exiting the facilities. The Suppliers are urged to have policies and procedures to support these requirements, clearly communicated to workers.

## 2.3 Prohibition of forced, compulsory or any form of involuntary labour and Human Trafficking

Suppliers or partners shall not tolerate any form of forced labour and will be required to take steps to verify, evaluate and address the risks of forced labour and human trafficking amongst their staff and supply chains. Suppliers shall have in place their own policies and procedures in order to ensure that the risk of forced labour and human trafficking is reduced as far as possible. Munters expect suppliers to illustrate the steps that they take to identify key areas of vulnerability and risk, in relation to forced labour and human trafficking.

Munters prohibits the following activities, but is not limited to:

- Engaging in any form of trafficking in persons;
- Procuring commercial sex acts;
- Using forced labour in the performance of any work;
- Lodging of deposits or the retention of identity documents, the withholding of any part of an employee or worker's salary, benefits, property or documents in order to force those employees or workers to continue to provide services to the supplier.
- Destroying, concealing, confiscating, or otherwise denying access by an individual to the individual's identity or immigration documents, such as passports or drivers' licenses, regardless of issuing authority;
- Using misleading or fraudulent practices during the recruitment of candidates or offering of employment/contract positions; such as failing to disclose, in a format and language accessible to the potential candidate, basic information or making material misrepresentations

during the recruitment of candidates regarding the key terms and conditions, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if provided by Munters), any significant cost to be charged to the candidate, and, if applicable, the hazardous nature of the work;

- Using recruiters that do not comply with local labour laws of the country in which the recruiting takes place;
- Charging applicants/candidates recruitment fees;
- If required by law or contract, failing to provide return transportation or failing to pay for the cost of return transportation upon the end of employment;
- If required by law or contract, failing to provide or arrange housing that meets the host country housing and safety standards; or
- If required by law or contract, failing to provide an employment contract, recruitment agreement, or other required work document in writing.
- Recruitment agencies must allow workers to cancel their work contracts at any time with no financial penalty; subject to giving reasonable notice in accordance with local law or a collective agreement.

## 2.4 Prohibition of child labour

Child labour is a violation of human rights. Munters is strictly against child labour and other forms of exploitation of children. Under no circumstances shall the supplier employ, or use child labour. According to the ILO Convention no. 138, the definition of a child is a person younger than 15 years of age, unless local laws stipulates a higher age for employment or compulsory education.

Munters also expects suppliers to respect all legal aspects and limitations in employment of persons below the age of 18. Young workers shall be protected from being economically exploited, and performing work likely to be hazardous or to be harmful to the child's health or mental, physical, moral, or social development. Under no circumstances shall a juvenile worker's employment interfere with its' education.

Munters urges our Suppliers to assess the risks of child labour in its entire supply chain. If the Supplier identifies child labour, or other forms of mistreatment against young workers, structured action plans must be immediately established and communicated to Munters. The measures taken must ensure the best interest of the child, to secure that the child will not be transferred to another supplier.

## 2.5 Freedom of association and collective bargaining

The supplier shall respect the workers right to freely form, join, and associate with a workers organisation of their own choice, seek representation, and bargain collectively in accordance with applicable laws and regulation. The workers right to freely participate in activities of the above sort,

and openly communicate these shall be encouraged. Enjoying these rights shall under no circumstances result in any reprimands from management.

## **2.6 Worker contracts, work hours and wages**

Our aspiration is that every worker shall have a written and signed contract, stating the terms of employment in accordance to local laws. Contracts shall be written in a language understood by the worker, and include all essential information such as salary, working hours, overtime compensation, benefits and notice.

Overtime work shall be in accordance with national legislation.

The payment of wages shall be in accordance with national legislation on minimum wages, and be paid in a timely manner. Munters encourages the supplier to provide compensation to the worker if the legal minimum wage is not considered to cover a person's basic needs. Deductions from wages as a disciplinary measure shall not be permitted.

## **2.7 Supplier Diversity Commitment**

Munters embraces diversity, equity and inclusion as fundamental principles and key components to our success. We expect all our suppliers to do the same. We expect our suppliers to be committed to creating a more inclusive workplace by taking practical efforts to balance their gender diversity within their organization. In addition, Munters encourages all suppliers to set gender diversity targets and proactive actions to demonstrate their commitment.

# **3 Health & Safety**

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Suppliers shall comply with all applicable laws and regulations relating to health and safety issues.

## **3.1 Injury prevention and safety procedures and systems**

Suppliers shall provide a work environment that is safe and healthy, and continuously work to prevent potential risks of accidents, injury or health hazards exposed to workers. Personal protective equipment shall be provided to workers, kept available and workers shall be educated in both the importance and usage of these.

The Suppliers shall also continuously work to update safety procedures and inform workers on how to keep themselves away from risks. Suppliers are urged to uphold systems to manage, track and report occupational accidents and incidents, injuries and illnesses. Systems shall follow up on accidents and

incidents, and corrective actions implemented due to safety flaws. In the unlikely event of an accident the workers shall receive proper and necessary medical treatment.

### **3.2 Emergency preparedness and response**

Suppliers shall identify and assess emergency events and minimize their impact by implementing emergency plans and response procedures. Training, drills and exercises for emergency response shall be held regularly for the workers. Emergency equipment for fire safety and first aid, emergency exits, routes and maps shall be visible as well as adequately and clearly marked.

### **3.3 Handling of chemicals and hazardous materials**

Hazardous materials and chemicals shall be handled with safety and stored in a secure and safe manner. Workers working with hazardous materials shall carry distinguished knowledge in handling and its risks. Labelling on chemicals and information of handling the chemicals shall be posted visibly.

Safety data sheets containing information that users need in order to be able to handle the product in a safe and environmentally acceptable manner must be available and posted visibly. The labelling on chemicals must be in accordance with the original packaging. It must always be possible to know what substance the packaging contains and what risks there may be.

## **4 Sustainable Future**

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### **4.1 Environmental Management System**

Munters urges suppliers to have an Environmental Management System or, as a minimum, be committed to developing an environmental policy or system, which ensures continuous improvement of their own environmental performance. Performance shall be measured, monitored and reviewed regularly and track progress towards sustainability goals. Munters encourages all suppliers to take steps to reduce and monitor greenhouse gas emissions, as well as global warming potential (GWP), based on the United Nations Framework Convention on Climate Change.

### **4.2 Energy and Waste Management**

Suppliers shall make practical efforts to minimize the use of energy, water and raw materials. Where possible, these shall be renewable or sustainably sourced. Suppliers must make practical efforts to eliminate or reduce levels of generated waste and should reuse and recycle waste materials wherever possible. Suppliers must manage and dispose of hazardous and non-hazardous waste generated from operations, as required by applicable laws and regulations. Munters encourages all suppliers to set energy efficiency targets, to monitor energy consumption.

## 5 Ethical Business Practices

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### 5.1 Anti-corruption & Anti-bribery

Munters are engaged to work against all forms of corruption, including extortion and bribery, and expects their suppliers to do the same. Suppliers must not pay or accept bribes and shall not take any actions to violate or cause its business partners to violate any applicable anti-bribery laws and regulations. Anti-corruption policies and programmes approved by management, and understood by employees shall be adopted among Suppliers. Any suspected corrupt activity must be taken seriously, and handled accordingly.

Suppliers are urged to implement complaint mechanisms, such as whistle-blower systems, hot lines or equivalent to promote the follow up of reported concerns. The anonymity of the worker shall be protected at all times.

### 5.2 Free competition

Munters requires its Suppliers to comply with valid and applicable competition and antitrust laws. In particular, suppliers will not conclude anti-competitive agreements with competitors, suppliers, customers or other third parties and will not abuse a dominant market position.

### 5.3 Import and export controls

Munters's Suppliers shall comply with all valid and applicable laws when importing and exporting goods and services.

### 5.4 Sourcing of Minerals

It is Munters' policy to avoid sourcing of any part, product, material or service that contain any of the conflict minerals such as columbite-tantalite (tantalum), cassiterite (tin), wolframite (tungsten) or gold from the Democratic Republic of Congo (DRC), or an adjoining country.

Suppliers shall exercise due diligence to ensure that these conflict minerals are not contained in its products in the entire supply chain.

## 6 Monitoring

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To meet expectations and requirements in this Code of Conduct, Munters expects suppliers to continuously improve and review their performance in the above-mentioned areas. The adherence to this Code must primarily be based on trust, but Munters will, from time to time perform audits, supplier self-assessments and requests for information or data related to our Suppliers' compliance to the

requirements set in this Code. The Supplier shall supply Munters, or a third party appointed by Munters with this information upon request.

If a Supplier deviates from the requirements in this Code of Conduct, appropriate corrective and preventative actions have to be taken. Suppliers who do not implement such appropriate corrective and preventative actions, or who have critical deviations against the Code of Conduct, run an increased risk of exclusion from current and future business with Munters. Transparency is expected, and Munters welcomes the Supplier to share information where expectations and requirements might have been infringed.

### Supplier Acknowledgement

We, the undersigned, hereby confirm that we have received, read and understood the contents of the Munters Supplier Code of Conduct.

Company name
Place and date
Signature
Clarification of signature