

Vitra International AG

Supplier Code of Conduct

1. Preamble

This Code of Conduct applies to all suppliers, service providers and subcontractors of Vitra International AG involved in the production process and the companies associated with Vitra International AG, listed at vitra.com/supplychain (hereinafter referred to as "we" or "us" respectively). The supplier undertakes to ensure that associated companies, subcontractors involved in the production process and the respective employees have knowledge of this Code of Conduct and are bound by it. At our request, the supplier will obtain written confirmation in this regard from its associated companies and subcontractors involved in the production process.

The purpose of the Code of Conduct is to ensure compliance with a certain social and environmental standard. It is therefore based on the conventions of the International Labour Organization (ILO), the UN Universal Declaration of Human Rights, the UN Conventions on the Rights of the Child and on the Elimination of All Forms of Discrimination against Women, the UN Global Compact and the OECD Guidelines for Multinational Enterprises.

Breaches against individual points of the Code of Conduct for suppliers and/or valid law are to be notified to Vitra International AG and/or independent third parties. Vitra International AG can be contacted at any time at new.supplier@vitra.com.

2. Laws

All valid national and international laws and regulations, minimum industrial standards, conventions of the ILO and the UN and all other relevant provisions are to be complied with. The regulations with the stricter requirements in each case take precedence.

3. Working hours

The maximum working hours per week permissible according to the respective national regulations apply. In addition, the national rest periods and holiday entitlements and/or those usual in the industry are to be complied with.

4. Remuneration

The remuneration for ordinary working hours, overtime and compensation for overtime must at least correspond to the statutory minimum wages and/or industry standards. Illegal or unauthorised deductions from wages are prohibited.

The supplier ensures that the employees are regularly informed in a clear and detailed manner about the composition of their pay. It is also ensured and confirmed that the wages will be paid out in compliance with all valid laws (e.g., Minimum Wage Act) and that the remuneration will be done in a manner suitable for the employees.

The supplier will indemnify us against any receivables of third parties (also if a subcontractor is used) as the result of a breach against the provisions of the Minimum Wage Act in the respectively valid version or comparable statutory regulations.

The supplier also confirms and explicitly assures that neither it nor subcontractors used in association with the provision of the services for us, nor temporary staffing agencies whose temporary staff are employed in connection with the provision of the services for us are excluded from the award of public contracts (e.g., pursuant to Section 21 of the Law on the Posting of Employees (AEntG) and/or Section 19 of the Minimum Wage Act (MiLoG).

5. Forced labour & disciplinary measures

Any form of forced labour or prisoner labour that breaches fundamental human rights is prohibited.

The use of physical punishment and any form of mental, physical, sexual or verbal harassment are prohibited.

6. Child labour

Child labour is prohibited pursuant to the provisions of the conventions of the ILO and the UN and/or national legislation. The respectively stricter requirements apply.

Any forms of exploitation of children or work conditions that are similar to those of slavery or that are detrimental to health are prohibited. The rights of juvenile employees are to be protected.

7. Freedom of association and right to collective bargaining

The right of all employees to establish a union and be a member of a union and to collective bargaining is to be ensured.

It is to be ensured that employee representatives have access to the workplaces of their members.

8. Discrimination

Discrimination in recruitment, remuneration, access to further training, promotion, termination of an employment contract or retirement based on gender, age, religion, race, caste, social background, disability, ethnic or national origin, nationality, membership in employee organisations including unions, political opinion, sexual orientation or other personal traits are prohibited.

9. Health & safety at the workplace

Clear rules and procedures to ensure health and safety at the workplace are to be drawn up and complied with, in particular with regard to the provision and use of personal protective equipment, clean toilets and access to drinking water.

Practices and conditions at the workplace and in the dormitories that breach fundamental human rights are prohibited. In particular juvenile employees may not be exposed to dangerous or unsafe situations or those that are detrimental to health.

10. Environmental and safety issues

Procedures and standards for waste management, the handling of chemicals and other hazardous substances and their disposal as well as for emissions and waste water

treatment must correspond to or exceed the statutory minimum requirements.

11. Ethical business practices

The supplier shall apply fair trade practices and comply with the local and international applicable laws and regulations. More specifically, the supplier is expected to prevent any collusive bidding, price fixing, price discrimination, or other unfair trade practices. Bribery, kickback or fraud aiming at influencing our officials or any form of corruption or undue influence on governments or state representatives have to be equally excluded. The supplier shall proactively and without undue delay inform us if any practice of these kinds should come to his knowledge.

Furthermore, the supplier shall respect our intellectual property rights in particular and the intellectual property rights of any business partner in general.

12. Compliance

The supplier is expected to comply with the present SCoC at any time. We reserve ourselves the right to request from the supplier the relevant evidences of the observance of the principles, regulations and laws the supplier is expected to follow.

Any violation of the present code may lead to a suspension or a termination of the supplier relationship.