

# HUMMEL AG

## Procurement Guidelines

### General

These procurement guidelines form the foundation of our actions. A trusting, open, and fair interaction with one another is the basis of a long-term supplier relationship. Our actions are based on the Hummel AG Code of Conduct. We aim to establish and continuously develop partnerships with our suppliers, adhering to human rights, ethical principles, social working conditions, environmental protection, and sustainability. We expect our suppliers to share these values.

### Social Responsibility

The safety and health protection of all employees is essential. This includes fair wages and working hours, occupational safety, health protection, non-discrimination, compliance with human rights (no forced labour, slavery, child labour, etc.), adherence to laws, regulations, and social standards, respect for freedom of association, ensuring no human rights violations occur when security forces are engaged, and the development of a good working environment.

### Customer Satisfaction

The demands and satisfaction of our customers are our driving force. To achieve optimum quality, energy efficiency, delivery reliability, and costs, we always work cross-departmentally and in partnership when implementing tasks and goals. The basis for this is procuring supplier parts and materials with up-to-date technology in the necessary quality, reliability, and environmental compatibility, with the highest delivery reliability, maximum flexibility, and competitive prices.

## Procurement Principles

- Long-term cooperation with suppliers
- Our demands on the supplier are high but not excessive
- Partnership benefits both sides
- The supplier is open to improvements in technology and manufacturing processes, considering energy aspects
- The supplier has modern communication tools
- Mutual loyalty and fairness are the norm in supplier relationships

## Quality and Environmental Policy

We are consistently working to improve our quality and environmental performance by seeking long-term cooperation with suppliers who themselves focus on environmentally friendly and sustainable manufacturing processes, taking into account energy selection criteria with the goal of energy optimisation. Compliance with laws, regulations, and rules is essential to us, even when the application of such rules is not mandatory for us, as we also aim to satisfy our customers, for whom stricter conditions may apply.

## Transparent Actions

Our actions are based on uniform procedures, traceability, and a partnership dialogue with our business partners. We evaluate our suppliers using key figures such as quality, energy, environment, logistics, and prices and use this data to decide on supplier selection. Personal acquaintance with the partners and decision-makers in the relevant departments and intensive information exchange form the basis of the partnership dialogue.

## **Corruption / Bribery**

Giving and receiving gifts beyond customary business practices is prohibited.

## **Supplier Management**

Diverse customer requirements and our industry and product variety constantly present us with new challenges. Adapting our procurement and logistics processes to current and future requirements is part of our daily work to meet these. Our supplier management focuses on efficient, reliable, and innovative suppliers. Regular supplier discussions play a key role in optimising this objective.

## **International Procurement**

Through global procurement market activities, we meet the demands of our customers. Increasing global competitiveness, supply security, flexibility, and access to new technologies and markets are the key drivers in this process.

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