

# Sustainable Procurement Guideline

## 1. Introduction

As a leading industrial company in the systems engineering and industrial services sector, we also place great emphasis on high quality, reliability and adherence to delivery dates, as well as on sustainable management. We understand that it is our responsibility not only to fulfil our economic goals, but also to give consideration to social, ethical and environmental aspects in our business processes. We therefore undertake to implement a sustainable procurement strategy, which ensures that our supply chain contributes to environmentally-friendly, socially responsible and ethical development.

Our goal is to work with suppliers on innovative solutions to maximise added value, using efficient logistics, and to support growth in our supply chain. In the process we make sure that high-quality materials and services are involved throughout the value chain. Cooperation with suppliers plays a central role here. What matters to us is that all legal requirements, as well as our internal standards in the areas of safety, environmental protection and human rights, are strictly observed in management of the supply chain. By integrating sustainability criteria into procurement – for example through audits, evaluations and specific requirements – we encourage improvement in the environmental and social performance of our suppliers.

This Guideline describes the expectations of all suppliers and business partners, which supply materials, products or services for our projects. This Guideline sets out the framework for environmentally-friendly procurement practices, compliance with human rights, fair working conditions and ethical business practices.

## 2. Environmental sustainability

We are committed to reducing the environmental burden throughout the supply chain. Our expectations of our suppliers:

- Environmental management systems: implement an effective environmental management system, such as ISO 14001, in order to systematically monitor and reduce their environmental burden.
- Resource efficiency: take measures to reduce energy and water consumption, to decrease waste and emissions, and optimise production processes.
- Sustainable materials: preferably use environmentally-friendly materials, including recycled or renewable raw materials, and minimise the use of problematic chemicals and substances.
- Climate protection: reduce CO2 emissions through the use of efficient technologies and sustainable transport methods and actively participate in measures to combat climate change.

### ANLAGENBAU & INDUSTRIESERVICES

#### Geschäftsanschrift

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- Erste Bank der österreichischen Sparkassen AG  
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### 3. Respect for human rights

We expect all suppliers and business partners to respect and implement international human rights in their business practice. This includes in particular:

- Ban on forced and child labour: any form of forced or child labour is strictly prohibited in our supply chain.
- Fair remuneration and working hours: employees must be paid fair salaries, which comply at least with the statutory minimum wage or industry-specific collectively agreed wages. In addition, humane working hours and the right to rest periods must be ensured.
- Freedom of association and right to collective bargaining: we support the right of employees to freedom of association and the right to collective bargaining.

### 4. Working conditions and occupational safety

The health and safety of all employees constitutes one of our top priorities in our supply chain. Suppliers must ensure:

- Safety standards: strict occupational health and safety standards are observed in order to minimise the risk of accidents at work and occupational disease. This includes the provision of appropriate personal protective equipment and training courses for employees.
- Health management: programs are implemented to promote the health and well-being of employees.
- Workplace standards: secure, hygienic and decent working conditions are guaranteed, including the provision of clean sanitary facilities and appropriate workspace.

### 5. Ethics and integrity

We demand the highest possible level of integrity and ethical conduct in our suppliers and business partners. This includes:

- Anti-corruption: any form of corruption, extortion, bribery or inappropriate gifts is prohibited. Our suppliers must take proactive measures to prevent corruption and ensure that their business practices are transparent and ethical.
- Competition and fair business practices: suppliers must observe all relevant competition regulations and not participate in anti-competitive practices.

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- Transparency and communication: open and transparent communication with our company, as a business partner, and the provision of all relevant information on tracking and ensuring compliance with this Guideline.

## 6. Implementation and monitoring

In order to ensure that this Guideline is implemented effectively, our suppliers undertake to ensure:

- Self-evaluation: to carry out regular internal audits and evaluations of their processes and practices in order to guarantee compliance with this Guideline.
- Cooperation during audits: cooperation with J. Christof in the course of audits and inspections to review compliance with sustainability criteria in its supply chain.
- Reporting and KPIs: to submit relevant data and reports on progress in the implementation of this Guideline, including recording key performance indicators (KPIs) on sustainable procurement, e.g. the share of sustainable materials, or audits conducted.

## 7. Consequences in case of non-compliance

In the event of suppliers failing to comply with this Guideline or systematically breaching these standards, we reserve the right to take appropriate measures. This may range from a demand for improvement, through support in the implementation of corrective actions, right up to termination of the business relationship.

## 8. Conclusion

This Guideline constitutes a basis for the cooperation between J. Christof and suppliers, in order to guarantee a sustainable and responsible value chain. By adhering to strict environmental, social and ethical standards, we not only contribute to protecting the environment and improving working conditions, but also strengthen the integrity and long-term success of our business relationships.

Graz, 08/10/2024



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Managing Director



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Managing Director



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