

# The Code of Conduct for the Suppliers of OÜ Helmetal IMS

#### Introduction

The objective of OÜ Helmetal IMS is to offer the best quality on the production market. For us, the customers, integrity, and transparent communication along with innovation are our fundamental values – therefore, it is our strength to be a highly valued company engaged in metal processing and design.

This code of conduct for the suppliers has been created based on the values that guide OÜ Helmetal IMS in its activities and OÜ Helmetal IMS expects its suppliers to follow this code of conduct in every aspect.

It is OÜ Helmetal IMS's wish for this code of conduct to be a clear reminder about the need to be continuously responsible and always honest.

## Legislation

The suppliers of OÜ Helmetal IMS shall comply with all applicable laws and regulations.

#### Ethical behaviour, fair competition

The suppliers are obligated to follow the principles of fair competition and avoid being involved in corruption. All the gifts we give and receive are modest.

#### Human rights, equal treatment

The suppliers shall respect internationally recognised human rights and shall treat their employees equally and fairly without discriminating the employees in any way.

#### Child labour

The suppliers shall not employ people younger than the minimum school-leaving age or younger than 15 years of age. The suppliers guarantee that people younger than 18 years of age shall not work in conditions that jeopardize their education, health, or safety.

# Respect and dignity at work, equitable remuneration

The suppliers shall guarantee that their work relationships shall not cause the employees any uncertainty or place the employees in situations of social or economic vulnerability.

The suppliers shall guarantee that the remuneration paid to their employees complies with the requirements of nationally established minimum wage, including the requirements of overtime, paid leave, and compulsory benefits.

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### Freedom of association

The suppliers shall respect and recognize their employees' rights to freely form associations and have collective bargaining in accordance with all applicable laws and regulations.

#### Security and safety

The suppliers shall guarantee that their employees have a healthy and safe working environment

The suppliers shall also guarantee that their products and services are developed with the information that using said products and services for their intended purposes is safe.

#### Environment

It is the suppliers' responsibility to take environmental safety into account in every aspect of their activities and to minimize detrimental environmental impact(s); for this purpose, the suppliers have an up-to-date and appropriate approach to fulfilling their environmental obligations – the suppliers implement energy-saving solutions, including circular economy.

#### Communication

The information the suppliers transmit to their cooperation partners is impartial, transparent, accurate, and honest. Communication that is well prepared and planned supports successful business objectives.

#### Sustainability

Sustainability and long-term viability along with success depend largely on how one copes with social, environmental, and market environmental changes and impacts. It is important to find solutions that take into consideration the interests of various parties to problems related to the labour market, the appreciation of environmental resources, and the social impact of the organisation's activities.

# Adhering to the code

The suppliers of  $O\ddot{U}$  Helmetal IMS comply with and adhere to all the clauses of this code and contact  $O\ddot{U}$  Helmetal IMS without delay should there be any question regarding implementing this code.

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