

§1 Preface

The Hanomag Lohnhärtereier Gruppe offers services in the heat treatment of steel and aluminium materials, and the mechanical processing and assembly of chassis, structural and aggregate components. The portfolio also includes the provision of measurement and application technology services in the industrial metrology sector. To deliver our services on high quality and performance levels, Hanomag purchases various commodities and external services. This guideline is mandatory to all suppliers. It is our standard to ensure the quality and availability of goods, raw materials and services; we purchase to meet our customer's needs.

This guideline is valid for all suppliers of following Hanomag Lohnhärtereier Group units:

- Hanomag Härtecenter GmbH, Hanover
- Hanomag Lohnhärtereier GmbH, Betriebsstätte Hannover
- Hanomag Lohnhärtereier GmbH, Betriebsstätte Gevelsberg
- Hanomag Härtol Lohnhärtereier GmbH, Betriebsstätte Gommern
- Hanomag Härtol Lohnhärtereier GmbH, Betriebsstätte Berlin
- Hanomag Härtol Lohnhärtereier GmbH, Betriebsstätte Werningerode
- Hanomag Heat Treatment International Sp. Z o.o., Swarzędz-Jasin, PL (*§10 is not applicable on this sub-unit*)
- Herbst Zerspanungs- und Messtechnik GmbH, Hildesheim
- Hanomag Heat Treatment International GmbH & Co. KG, Taufkirchen, AT (*§10 is not applicable on this sub-unit*)
- Hanomag Aluminium Solutions GmbH, Baunatal and Kassel Sites

The Code of Conduct shall be considered a further applicable document.

Moreover, it is essential that all suppliers request and implement these requirements in the supply chain.

§2 Quality management

Continuous quality monitoring of all products and services is liable for all suppliers. Suppliers have to ensure that goods, materials and services, provided to HLU are free of faults. Technical specifications, agreed with Hanomag must be fulfilled. Corresponding documentation, in the form of certificates of conformity, test reports, safety data sheets or other suitable documents, must be enclosed with the deliveries.

Suppliers must have a quality management system in accordance with DIN EN ISO 9001 or a comparable one. If no quality management system exists, we perform for example supplier audits to determine the ability to collaborate with Hanomag. One of the aims of the development of the management system should be the fulfilment of IATF16949.

§3 Environmental management

All suppliers have to follow environmental regulations valid for their commodities, materials or services. Further on suppliers have to monitor and update those statutes. You must inform Hanomag Lohnhärtereier Gruppe about any specific hazards as soon as possible, and in any case before the delivery arrives.

We expect our suppliers to make responsible and efficient use of natural resources, including in their management thereof. This also includes possible environmental impacts on air, soil and water to be kept as low as possible. This means it is essential to act in accordance with national laws. Access to clean water for drinking and sanitary purposes is a prerequisite for protecting human health and well-being.

Only safe products and services in accordance with the current state of the art may be manufactured and delivered to the Hanomag Lohnhärtereier Gruppe.

Waste prevention takes priority over the production of waste. If waste is generated, we expect it to be recycled and disposed of correctly. We also expect responsible chemical management from our suppliers, which is focused on the substitution of hazardous substances and chemicals only being used if unavoidable.

An environmental management system according to DIN EN ISO 14001, EMAS or comparable standards is desirable. Hanomag gives preference to suppliers with such systems.

§4 Energy management

Our energy management system is certified according to DIN EN ISO 50001. Our main focus is to purchase products and services that are energy efficient. Suppliers must take this into account when preparing their offers, to consistently offer the most efficient solution and the most cost-effective solution. We expect our suppliers to use resources responsibly and efficiently with the resulting reduction in greenhouse gas emissions.

An energy management system according to DIN EN ISO 50001, or comparable standards is desirable. Hanomag gives preference to suppliers with such systems.

§5 Product safety

All supplies reaching services for OEMs in the automotive sector must meet the requirements of IATF16949 for product safety. The Hanomag Lohnhärtereier Gruppe will pass on customer-specific requirements to its suppliers and monitor their application. In particular, those relating to product integrity, which require the use of a Product Safety & Conformity Representative (PSCR - previously Product Safety Officer (PSO)), so as to ensure the safety and conformity of the products.

The written appointment for this representative is to be sent to Hanomag Lohnhärtereier Gruppe as well as other certificates.

§6 Supplier categorie

Suppliers to the Hanomag Lohnhärtereier Gruppe are categorized. The guidelines state specific requirements for each category that affect only that category.

6.1 Suppliers of operating and auxiliary materials

This Section covers the delivery of the following substances or groups of substances:

- Operating gas
- Hardening oil
- Insulating compound
- Methyl alcohol

as well as other materials that are not mentioned here, because we don't use them regularly or in small quantities only. Suppliers of operating and auxiliary materials must ensure that the named groups of substances are delivered to Hanomag with the specified composition, purity, quantity and form. HLU orders mainly materials that are listed in suitable product standards.

All materials and compounds need to be REACH registered. Dangerous substances must be labelled according to GHS/CIP (1272/2008 EG). Up-to-date safety data sheets must be enclosed with the de-

liveries. Any modifications concerning composition, delivery form or transport conditions have to be reported to duly to Hanomag.

Suppliers in this category who maintain an Environmental management system according to ISO 14001, EMAS or comparable standards will be preferred by Hanomag Lohnhärtereier Group.

6.2 Shipping companies

All companies who provide transport services, regardless whether they deliver goods or materials to Hanomag Lohnhärtereier Gruppe, are liable that storage- as well as transport-services do not cause any damage to the consigned freight. Shipping companies who deliver goods to our customer have to fulfil the same obligations. Scheduled delivery dates have to be met in any case. Deviations must be reported and justified to Hanomag immediately. Alternative solutions need to be offered, to minimize delays as far as possible. Suitable vehicles must be available to facilitate all transport -modes and – amounts.

For all transports of hazardous goods national and international regulations (ADR/RID, GGBefG, GGVSEB) are mandatory. Safety data sheets and valid transport documents must accompany the materials supplied. Dangerous goods may only be delivered to our facilities by specially trained drivers. We reserve the right to check vehicle identification and condition as well as transport documents at any time while they are on our premises.

6.3 External inspection services

Laboratory service providers, who carry out customer-specific tests for Hanomag, have been asked to provide calibration services or identify legally relevant data within the environmental and occupational safety sector must demonstrate the necessary qualifications. First and foremost, this is an accreditation in accordance with DIN EN ISO/IEC 17025.

6.4 Subcontractors

Suppliers, who handle customer products on behalf of Hanomag, need at least a certification according to ISO 9001. For the subcontracting of automotive industry items, a certificate according to IATF16949 is desirable and should be obtained.

6.4.1 Proof of expertise

In case that an expert's certificate is required for any services delivered to Hanomag, the subcontractor shall send it without being asked and before commencing business. The central purchasing department of the Hanomag Lohnhärtereier Gruppe requires documentary evidence in the course of long-term supplier relationships at certain time intervals, to hold up-to-date valid documentation. Hanomag shall be notified without delay of the loss or expiration of any specialist evidence.

6.5 Disposal companies

Disposal companies must be licensed according to § 56 Chapter 2 (Closed Substance Cycle Waste Management Act). The disposal of hazardous waste requires a suitable garbage truck and a specifically skilled operator. Hazardous waste may only be disposed of using suitable vehicles and appropriately trained drivers. Hanomag is authorized to check aptitude, road safety and labelling of those vehicles by own experts.

6.6 Facilities and Equipment

6.6.1 Facilities

For planning and erection of buildings valid safety- and environmental regulations shall be followed. Related to the purpose of a building, energy efficiency, safety and infrastructure guidelines should be considered. Construction companies who work on behalf of Hanomag should have a certified quality management system and a pre-qualification certificate according to German Construction Contract Procedures (VOB).

6.6.2 Equipment

Suppliers of production- or building equipment need to follow in particular European conformity regulations (CE). Under „equipment“ we have summarized any energy using devices, needed to equip our industrial premises and commercial units. Compliance with the “Ecodesign Directive” (2009/125/EC - requirements for the environmentally responsible design of energy-related products) and the associated implementing regulations is part of the contract. We refer explicitly to the following regulations:

Product group	EU regulation
Electric motors	(EG) Nr.640/2009
Pumps	(EG) Nr. 641/2009; (EU) Nr. 547/2012
Fan blowers	(EU) Nr. 327/2011
Climate control units	(EU) Nr. 206/2012
Lamps	(EG) Nr. 244/2009; (EG) Nr. 245/2009; (EU) Nr. 1194/2012
Household appliances (white goods)	(EG) Nr. 643/2009; (EU) Nr. 932/2012
Television and monitors	(EG) Nr. 642/2009
Power supplies	(EG) Nr. 278/2009

A declaration of conformity must be attached to every delivery. The declaration shall give relevant information about origin, manufacturer and the guidelines mentioned here. The German law on energy efficiency labelling (EnVKG) must be used as a basis for labelling these articles. If Hanomag buys motor driven devices, we emphasize on power efficiency and life cycle costs. Therefore suppliers should check, if efficiency improved electric motors are deployable and consider this in their offers.

6.7 Revoke or expiration of certifications

If a supplier loses a certification necessary for the business relationship with Hanomag by expiration or revoke, Hanomag has to be informed without delay. If those certifications are concerning quality management systems (DIN EN ISO 9001 or IATF16949), we are obliged to carry out supplier audits for the period until the supplier regained the certificate.

§7 Force Majeur

In case of Force majeure or any other incidents, generally considered not caused by Hanomag or the supplier, such as mobilization, war, riots, strike, the delivery obligation may be suspended for the duration of the circumstances and their aftermath. The parties will inform each other about the occurrence of such an event at short notice.

§8 Insurance

Service providers working at Hanomag Lohnhärterei Group premises for any length of time, have to show the following insurance policies prior the commencement of any works:

- Liability
- Coverage confirmation to an employers' liability insurance association

§9 Amendments

Amendments and supplements of these guidelines need to be made in writing. Modified issues of this document are available on the Hanomag internet homepage.

§10 Choice of law and place of jurisdiction

German law applies.

Jurisdiction for all disputes from this contract is exclusively Hanover.

These regulations are only applicable to the sites of Swarz Dz-Jasin (PL) and Taufkirchen (AT) , as far as they are based on European or country-specific jurisprudence.

Freigabe und Versionsverfolgung

index	date	Description of changes	Created/ Changed by
3	20.09.2019	Transfer to the new layout Additions or updates: §1 : two sites newly added §2 : Development to IATF16949 added §3 and §4 : Additions to energy consumption and greenhouse gas emissions, water quality and consumption, air quality, management of natural resources and waste prevention, responsible chemical management §5 PSCR (formerly PSB) added §10 : Restriction adapted to the new locations	HHC/Maschke HHC/Fleischner
4	03/09/2021	§1 General extension of the scope and implementation of these instructions in the supply chain §3 Detailed environmental management concerning emissions and access to clean water	HHC/Maschke HHC/Fleischner