



# CODE OF CONDUCT

for Suppliers

[iso-gruppe.com](http://iso-gruppe.com)

**ISO** GRUPPE ■  
IT | Systems · Solutions · Services

# CODE OF CONDUCT

## for Suppliers

### 1 Scope of validity

This Code of Conduct applies to all Suppliers<sup>1</sup> of the ISO-Gruppe companies, their management, senior staff and all their employees, whether employed on a permanent or temporary basis.

The ISO-Gruppe is a group of information technology companies, each of which addresses different markets with its own product portfolio.

This document defines the principles and requirements for all Suppliers of the ISO-Gruppe companies as suppliers and providers of goods and services regarding their responsibility for people and the environment.

The ISO-Gruppe is composed of the following companies:

- ISO Software Systeme GmbH
- ISO Travel Solutions GmbH
- ISO Professional Services GmbH
- ISO Recruiting Consultants GmbH
- ISO Projects GmbH
- ISO Software Systeme GmbH (Austria)
- ISO Software Applications GmbH (Austria)
- ISO Software Systems Sp. z o.o. (Poland)
- ISO Software Systems Inc. (Canada)
- ISO Public Services GmbH

The Suppliers of the ISO-Gruppe companies commit themselves to implementing the principles and requirements as described in clause 2 and to instruct their employees to follow the corresponding instructions in their activities and tasks. This will ensure that the customers' requirements regarding the delivery and performance of our products and services are met in the supplier chain and that the continuity of business operations is guaranteed.

The ISO-Gruppe companies reserve the right to amend the requirements of this Code of Conduct in the event of reasonable changes in their compliance program. In this case, the approved changes shall apply directly to and between the ISO-Gruppe companies. In this case, the ISO-Gruppe companies expect their Suppliers to accept such reasonable changes.

<sup>1</sup> Supplier means any individual or company acting on behalf of an ISO-Gruppe company, such as, in particular, consultants, subcontractors, freelancers, sales agents, intermediaries, controlled and non-controlled subsidiaries of the ISO-Gruppe companies, joint ventures, etc.

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## 2 Principles and requirements

The Supplier hereby declares:

### Compliance with the law

To comply with the laws of the applicable jurisdiction(s).

### Prohibition of corruption and bribery

Not to tolerate or in any way nor engage in any form of corruption or bribery, including any engagement in any form of corruption or bribery, including any unlawful offers of payment or similar gratuities to government officials to influence decision-making.

### Respect the fundamental rights of its employees

- Promote equal opportunity and treatment for its employees regardless of color, imputed race, national origin, social origin, disability, if any, sexual orientation, political or religious beliefs, or gender or age
- Respect the personal dignity, privacy and personal rights of each individual
- Not to employ or force anyone to work against their will
- Not to tolerate unacceptable treatment of workers, such as psychological hardship, sexual and personal harassment or discrimination
- Not to tolerate behavior (including gestures, language and physical contact) that is sexual, coercive, threatening, abusive or exploitative;
- Provide adequate compensation and ensure the national minimum wage established by law is paid
- Comply with the maximum working hours established by law in the respective country
- To the extent permitted by law, to recognize the freedom of association of employees and to neither favor nor discriminate against members in employee organizations or trade unions

### Prohibition of child labor

Not to employ workers who are not at least 15 years of age. In countries that fall under the exception for developing countries in ILO Convention No. 138, the minimum age may be reduced to 14 years.

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### **Employee health and safety**

- Take responsibility for health and safety towards its employees
- To contain risks and ensure the best possible precautionary measures against accidents and occupational diseases
- Provide training and ensure that all employees are knowledgeable on the subject of occupational safety
- To establish and apply an appropriate occupational safety management system

### **Environmental protection**

- To observe environmental protection with regard to legal norms and international standards
- To minimize environmental impact and continuously improve environmental protection

### **Supply chain**

- To appropriately promote compliance with the contents of the Code of Conduct among its suppliers
- To comply with the principles of non-discrimination in the selection of suppliers and in dealings with suppliers