

# PARTNER CODE OF CONDUCT

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AIT GROUP

June 2023

**We expect our partners to comply with the following principles:**

APPLICABLE STATUTORY REQUIREMENTS

HUMAN RIGHTS AND WORK PRACTICES

FAIR BUSINESS PRACTICES AND STRICT COMPLIANCE

ENVIRONMENTAL PROTECTION AND SUSTAINABILITY

FAIR COMPETITION

SUSTAINABLE COOPERATION

# FOREWORD

Dear Partners

The AIT Group follows the clear goal of securing the long-term success of our company. Since our founding in 1956, a key focus of our work has been to continually strive for excellence, despite economic and environmental challenges. Our guiding principle of “Tomorrow Today With You” demonstrates that we can only achieve this goal by working together.

Transparency with respect to our mutual expectations, and understanding that key values must be upheld, are crucial to our shared success.

The expectations and key values outlined here define the principles and requirements that we have of our partners with respect to their responsibility to society and the environment; they are the same principles and requirements that we also guarantee to uphold. The AIT Group encompasses AIT Austrian Institute of Technology GmbH, LKR Leichtmetallkompetenzzentrum Ranshofen GmbH, Seibersdorf Labor GmbH, and Nuclear Engineering Seibersdorf GmbH. We live up to these expectations and key values, and we expect the same of all our business partners. Employees are subject to the comprehensive Code of Conduct for the respective company, which is implemented in our quality management system.

We oblige our suppliers to comply with the Supplier Code of Conduct, which contains the same key values as this Partner Code of Conduct.

In accordance with its ownership structure and legal obligations as a public contractor, AIT and its employees have already committed to upholding stringent rules and requirements, and consider compliance with such rules and requirements as a matter of principle. As partners to the AIT Group, we also expect that you live up to your corporate social responsibilities and adhere to various fundamental principles in your areas of business. This Partner Code of Conduct is by no means exhaustive, instead representing the minimum standards that we expect our partners to meet.

AIT therefore asks you to comply with the principles and requirements of this Partner Code of Conduct in addition to any existing obligations arising from the underlying contracts with companies of the AIT Group. This may also take the form of implementing your own, equally stringent Code of Conduct within your company.

We thank you for upholding these key values.

The AIT Group

## COMPLIANCE WITH THE STATUTORY REQUIREMENTS

The AIT Group complies with locally applicable laws and regulations and expects the same of its partners.

## HUMAN RIGHTS AND WORK PRACTICES

### **Human rights**

The Partner will comply with all international human rights agreements, in particular the Core Labour Standards of the International Labour Organization (ILO) and the Ten Principles of the UN Global Compact, ensuring that it does not cause and is not complicit in any human rights violations. Particular attention must be given to upholding human rights among particularly vulnerable persons or groups, including women, children, migrant workers, and indigenous communities.

### **Prohibition of forced labour**

The Partner will not permit or be complicit in slavery, debt bondage, forced or compulsory labour or human trafficking.

### **Prohibition of child labour**

The Partner will not employ anyone unable to show that they are at least 15 years of age. In countries which fall within the exception for developing countries according to the ILO Convention, the minimum employment age may be reduced to 14. Employment in areas involving risk will not be given to anyone unable to show that they are at least 18 years of age in accordance with the ILO Convention.

### **Principle of equality, respect and dignity**

The Partner is required to promote equal opportunities and the equal treatment of its employees, irrespective of skin colour, race, nationality, ethnic origin, political views, social background, disability, sexual identity or orientation, religious convictions, gender or age.

The Partner will not tolerate any unacceptable treatment of employees, including psychological stress, sexual harassment or discrimination (including inappropriate gestures, language, or physical contact) of a sexual, compulsive, threatening, improper, or exploitative nature.

### **Working time, remuneration & additional services for employees**

The Partner must ensure compliance with statutory provisions on working time. Employees must be adequately remunerated in accordance with all applicable regulations on pay and compensation. Employees crossing national borders for work purposes must be treated in accordance with the applicable statutory regulations, especially with respect to minimum wages. The Partner recognises the right of employees to establish a union or to join an existing union, and to engage in collective wage negotiations. Members of workers' organizations or unions may neither be advantaged nor disadvantaged.

### **Occupational health and safety**

The Partner will operate in accordance with the applicable statutory and international standards for health and safety in the workplace, ensuring its employees can carry out their tasks safely. This includes preventative health and safety measures. The Partner will provide information and/or instructions to ensure that all its employees are sufficiently informed with respect to their health and occupational safety.

## ENVIRONMENTAL PROTECTION AND SUSTAINABILITY

### **Environment and sustainability**

The Partner will operate in accordance with the relevant statutory provisions and international standards on the environment and sustainability. The Partner will make every effort to minimize its environmental impact and to continually improve its environmental protection measures, as well as to manage existing resources in a sustainable manner.

### **Responsible procurement of minerals**

The Partner will take appropriate measures to exclude the use of raw materials originating from conflict zones and high-risk areas in the products/research results it supplies, and raw materials which contribute to human rights violations, corruption and the financing of armed groups or have other negative impacts.

## FAIR BUSINESS PRACTICES AND STRICT COMPLIANCE

### **Prohibition on corruption and bribery**

The Partner will not tolerate any form of corruption or bribery, anti-competitive agreements or other unethical business practices, nor will it be directly or indirectly involved in such practices, i.e., it will not offer, grant or promise any financial incentives to influence official actions or to secure an unfair competitive advantage. Only gifts or hospitality of a minimal financial value as permitted by the applicable internal guidelines may be accepted or offered, e.g., standard promotional giveaways or the occasional business meal, and only where this does not influence business decisions.

### **Intellectual property rights**

The Partner must respect and observe the intellectual property rights of third parties. Any information about intellectual property belonging to AIT, its companies and business partners will be handled in confidence, and the Partner will treat this intellectual property, whether of a physical or electronic nature, with extreme care.

### **Information security (confidentiality)**

The Partner will ensure the confidentiality, availability and integrity of its own information. It will also keep the information received from contractual partners confidential and handle this information with care. The Partner will inform its employees about security measures and how these must be complied with.

### **Conflicts of interest**

The Partner will avoid and/or disclose any internal conflicts of interest and conflicts of interest with AIT companies. Even the appearance of such conflicts of interest will be avoided, by dealing with the relevant issues with absolute transparency.

### **Money laundering, financing terrorism**

The Partner will not be involved in money laundering or the financing of terrorism, either directly or indirectly.

### **Data protection**

Personal data will be treated confidentially and responsibly. The privacy of the individual will be respected, and the Partner will ensure that personal data are only processed in compliance with applicable data protection regulations.

### **Export controls and customs**

The Partner will comply with the applicable export controls and customs regulations.

## FAIR COMPETITION

### **Fair competition**

The Partner will avoid contravening any antitrust laws or other competition laws. This includes compliance with applicable procurement rules, avoiding market abuse in general, and promoting free competition.

### **Supply chain**

Appropriate efforts will be made to ensure that both the suppliers and their sub-contractors comply with the basic principles of this Code of Conduct.

The principles of non-discrimination in the selection of suppliers and in dealing with suppliers must be complied with.

## SUSTAINABLE COOPERATION

### **Core values**

Responsible corporate governance aims to create value over the long term. Sustainable economic exploitation is always linked to responsibility towards society and requires adherence to the core values of compliance, transparency, integrity and fairness.

### **Communication**

Internal and external communication is based on transparency, honesty and trust to ensure optimal cooperation. This is designed to promote business relationships that are based on fairness and objective criteria.

### **Whistleblowing (Incident Reporting System)**

In order to meet its social responsibility obligations, AIT encourages all parties to report any violations of the law, the Supplier Code of Conduct, the Partner Code of Conduct and the relevant internal Code of Conduct. An incident reporting system – whistleblowing system – has been established which enables confidential and anonymous reports to be submitted so that it is impossible to determine the originator of the report. Reports received via the system will be examined carefully and will remain confidential.

## CONTACT

Any questions, requests or suggestions with regard to the Partner Code of Conduct or its interpretation can be sent to [office@ait.ac.at](mailto:office@ait.ac.at).

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