

	Supplier Relationship Management Policy	<b>Number:</b>
		P 13
		<b>Version:</b>
IBG Česko s.r.o., V Pískovně 2053, 278 01 Kralupy nad Vltavou		1

## Supplier Relationship Management Policy

<b>Valid for:</b>	IBG Česko s.r.o.		
<b>Valid from:</b>	1.9.2021		
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## 1. SUBJECT

The Supplier Relationship Management Policy is largely based on our Human Rights Policy and Working Conditions and Ethical Conduct. This document summarizes the rules for suppliers and us.

## 2. SUPPLIER RELATIONSHIP MANAGEMENT

The supplier is obliged to:

- regarding higher authorities:
  - be of good commercial integrity,
  - comply with all applicable laws and regulations,
  - respect local and international labour regulations concerning working hours and wages,
  - respect the fundamental principles of the International Labour Organisation. This includes, for example, not employing children under the age of 15, or as defined under national legislation; children have the right to education, and must be free to develop,
- regarding behaviour:
  - respect human rights and allow no harassment, physical or psychological punishment or any other form of abuse,
  - apply a non-discrimination policy that prohibits discrimination based on gender, race, sexual orientation, social or physical disability, religion, origin,
  - guarantee that there are no forced labour practices and that employees are free to leave employment after giving reasonable notice,
  - ensure 'whistleblowing', which prevents employees from being penalised if they report an employer's wrongdoing,
- regarding partners:
  - provide products and services that meet the quality and safety criteria set out in the relevant contractual arrangements,
  - won't produce and sell counterfeit parts,
  - conduct their business with integrity and have a policy that prohibits fraud, money laundering, bribes,
  - have zero tolerance for corruption,
  - inform promptly of changes concerning cooperation,
- regarding the environment:
  - provide safe and healthy working conditions for its employees and authorised persons,
  - carry out its activities with due regard for the environment and take steps to reduce its environmental footprint in the following areas:
    - § greenhouse gas emissions,
    - § energy quality and consumption,
    - § air quality,
    - § sustainable resource management and waste reduction,
    - § responsible management of chemicals,

## 3. GIFTS

As suppliers are also partners of IBG, IBG does not prohibit non-financial gifts, which can strengthen and revitalize the relationship between the companies. However, gifts must be given out of pure intent and are ideally reciprocal, i.e. gift for gift. Such a balanced way prevents bribes.

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#### **4. NON-COMPLIANCE WITH THE RULES**

The supplier is obliged to inform the responsible person whenever there is a breach of certain rules.

#### **5. RESPONSIBLE PERSON**

The responsible person to contact in case of non-compliance is the Administrative Director. The responsible person also decides on any consequences of non-compliance.

#### **6. FINAL PROVISIONS**

IBG is committed to complying with the management of supplier relations. Likewise, each supplier, collaborator or partner acknowledges this policy and freely chooses to comply with it, helping us to create a more dignified and connected environment.

#### **7. RELEVANT DOCUMENTS**

- Human Rights and Working Conditions Policy
- Ethical Conduct
- Complaint Procedure