

Supplier Code

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As a Group company (KG) of Swiss Post AG, Livesystems AG is committed to bearing an increasingly greater ecological and social responsibility in the procurement of goods and services. We are convinced that an appropriate balance between ecological action, social obligation and economic interest will secure our business success in the long term.

Furthermore, in the context of procurements, Swiss Post including its KG is obliged under the provisions of public procurement to demand that suppliers and service providers comply with social and ecological regulations.

Livesystems has therefore drawn up the following Supplier Code of Conduct. It contains ethical, social and ecological principles and refers in addition to the more extensive Swiss and international standards for the protection of employees in the case of services provided in Switzerland or abroad.

The present guideline is therefore addressed to all providers and suppliers of products and services of Livesystems, irrespective of whether the regulations on public procurement do apply or not.

A: Governance principles

We expect our suppliers to share our understanding of responsible corporate governance and to respect the generally accepted principles and regulations for proper corporate governance.

1. Anti-Corruption

We only work with suppliers who prevent any kind of corruption. Upon request, the supplier shall demonstrate which measures it takes to prevent corruption.

The supplier shall ensure that its employees and subcontractors do not offer, promise or grant any advantages to Livesystems employees which are intended to achieve an order or any other preferential treatment in business dealings. Invitations and gifts to Livesystems employees shall only be granted if they comply with the customary national practices at business level.

2. Competition Law

The suppliers shall comply with the applicable competition law and shall in particular refrain from inadmissible agreements on competition. The supplier shall neither participate in agreements with competitors that violate antitrust law nor shall it abuse a possibly existing dominant position.

3. Conflicts of Interest

The Supplier undertakes to disclose both actual and potential conflicts of interest without delay, even if it inadvertently becomes involved in such a conflict.

B: Social principles

We are committed to observing and complying with internationally recognised human and labour rights as well as international standards. We also call on our suppliers to do the same.

4. Compliance with Human Rights and relevant laws

We only enter into contractual relationships with suppliers who take into account the Universal Declaration of Human Rights (UN, 1948) and comply with the laws of the relevant national legal systems along their entire value chain. Should legal provisions or other rules apply in individual countries in which the supplier is active that deviate from the requirements of the Code, the stricter requirements in each case must be complied with.

5. Prohibition of Discrimination

The supplier undertakes to prevent any discrimination against persons in employment, remuneration, access to additional benefits and educational opportunities, promotions and dismissals on the basis of their gender, religious, ethnic or national affiliation, marital status, political opinion or sexual orientation and to promote equal opportunities.

6. Punishment - Abuse - Harassment

We require that all employees are treated with dignity and respect. Any kind of physical, psychological, sexual or verbal abuse or harassment, physical or mental coercion and physical punishment will not be accepted.

7. Prohibition of Child Labour

The use of child labour is strictly prohibited under the provisions of the International Labour Organization (ILO) Convention, the United Nations Convention and/or national laws. Of these different laws, the one with the most stringent requirements shall apply.

Only employees who are over compulsory school age or at least 15 years old may be employed. Children between 15 and 18 are prohibited from performing work that is likely to be harmful to the health, safety or morals of children. Underage workers shall be given access to legitimate training and transition programmes.

8. Prison, forced and Slave labour

We reject any cooperation with suppliers who employ people under forced labour, prison labour, slave labour or in debt bondage.

9. Wages and Benefits

We require that our suppliers provide employees with adequate compensation and pay at least the minimum wage customary in the country and industry, unless there are statutory minimum requirements. They must also pay the support contributions applicable to the region. Deductions from benefits as a disciplinary measure are not permitted.

10. Health and Safety

We require that our suppliers provide safety to employees and ensure a safe working environment in compliance with all applicable laws, regulations and industry standards. Suppliers must take precautionary measures against accidents and occupational diseases. Access to clean drinking water and sanitary facilities shall be provided. Harassment in the workplace will not be tolerated. The supplier shall comply with all applicable health and safety regulations.

11. Freedom of association

Employees have the right to organise themselves in trade unions or join an association of their choice, without restrictions or consequences (Art. 28 Federal Constitution, Art. 11 ECHR and Art. 22 UN Covenant II). In addition, employees have a say in working conditions. If the right to freedom of association and collective bargaining is restricted by law, the employer may not impede other forms of collective bargaining and worker organisation.

12. Working time

The maximum weekly working hours, rest periods and breaks of employees shall in principle comply with national legislation. Overtime must be voluntary.

13. Compliance with minimum social standards for benefits in Switzerland

The supplier confirms that it complies with the relevant occupational health and safety regulations and working conditions at the place of performance, the reporting and authorisation obligations under the Federal Act of 17 June 2005 against Clandestine Employment (BGSA) and the provisions on equal treatment of women and men with regard to equal pay.

14. Compliance with minimum social standards for benefits abroad

In the case of services to be provided abroad, at least the ILO core conventions must be complied with in accordance with Annex 6 of the Federal Law on Public Procurement (BöB; SR 172.056.1)¹.

¹ These are ILO Conventions Nos 29, 87, 98, 100, 105, 111, 138 and 182.

C: Ecological principles

Livesystems expects its suppliers to comply with all applicable laws and regulations, as well as internationally recognised standards for the protection of the environment. We require that our suppliers strive to continuously minimise environmental impact and improve environmental protection.

15. Environmental protection

As a minimum, the legal provisions for the protection of the environment and the conservation of natural resources applicable at the place of performance must be complied with; this includes, in the case of performance in Switzerland, the provisions of Swiss environmental law and, in the case of performance abroad, at least the international conventions for the protection of the environment pursuant to Annex 2 to the Ordinance on Public Procurement (OPA; SR 172.056.11).

16. Environmental permits

The Supplier shall ensure that all necessary environmental permits and approvals are obtained, kept up to date and complied with in order to act in compliance with the law at all times.

17. Resource consumption, avoidance of environmental pollution and waste minimisation

The supplier is committed to optimising the consumption of natural resources, including energy and water. Sound measures will be taken to prevent pollution and minimise the generation of waste, wastewater and air emissions. Waste water and waste will be appropriately labelled and treated prior to discharge or disposal in accordance with applicable laws and regulations.

18. Hazardous substances and product safety

Suppliers are committed to clearly identifying hazardous substances as such, avoiding their use or - if not possible - using them sparingly and properly, and disposing of them in an environmentally sound manner. All applicable laws and regulations regarding hazardous materials, chemicals and substances shall be strictly followed. Product safety requirements laid down by applicable laws and regulations shall be complied with on a mandatory basis.

D: Further measures

19. Controls

Livesystems or its parent company may monitor the supplier's and subcontractors' compliance with the requirements of this Supplier Code or assign the monitoring to third parties, unless this task has been assigned to a special statutory authority or another suitable body, in particular a joint monitoring body. For the performance of these inspections, Livesystems may provide the authority or the inspection body with the necessary information and make documents available. Upon request, the supplier shall provide the necessary evidence for himself and his subcontractors.

20. Obligation to notify

Suppliers must report to their Livesystems contact any incident, conduct or other circumstance that constitutes a violation of the principles and expectations set forth in this Code. Livesystems does not tolerate discrimination or sanctions with respect to individuals who in good faith report violations of the principles of this Code.

21. Subcontractor

The supplier's subcontractors are obliged to comply with the requirements of this Code. These obligations and, in particular, the possibilities of carrying out checks in accordance with Clause 16 shall be included in the agreements between the supplier and the subcontractors.

22. Communication

This Supplier Code shall be translated by the Suppliers into the local language of the employees and made available in an appropriate manner at the premises for all, unless the relevant provisions are already part of the Supplier's own code.

23. Termination for cause

Any failure on the part of suppliers to comply with the provisions contained in this Code shall be considered a serious breach of contractual obligations entitling Livesystems to terminate the contract without notice for good cause.