

§1 Preface

The Hanomag Lohnhärtereier Group offers a wide range of heat-treatment services, especially for steel- and aluminum- products. 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, Hannover
- 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*)

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

§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. Conformity-certificates, test reports, safety data sheets or other suitable documents must be enclosed.

All suppliers have to be certified according to the international quality standard ISO 9001 or a comparable industry norm. 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. Suppliers have to inform Hanomag Lohnhärtereier Group about any environmental risks related to their deliveries before shipping.

We expect a responsible and efficient use of natural resources and management from our suppliers. This also includes possible environmental impacts on air, soil and water to be kept as low as possible. Only safe products and services in accordance with the current state of the art may be manufactured and delivered to the Hanomag Lohnhärtereier Group.

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.

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

§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. This is to be taken into account by suppliers in the preparation of bids in order to offer the most efficient solution, as far as possible, in addition to the most cost-effective solution. We expect our suppliers to use resources responsibly and efficiently and thus to reduce 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 used in services for automotive OEMs must meet IATF16949 product safety requirements. 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

Hanomag Lohnhärtereier Gruppe suppliers are grouped in categories. This guideline provides specific information for each category.

6.1 Consumables and auxillary materials

This chapter describes deliveries of:

- 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 in this category have to safeguard that all supplies match our specifications according to compounding, purity, quantity and type. 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). An updated safety data sheet must be attached to every delivery. 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 Group, 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 be available under any circumstances. Operators who provide hazardous goods have to be qualified. The vehicle shall be equipped with all safety- and identification labels. We may check those conditions anytime, as long as vehicles stay on our company grounds.

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 Sub-suppliers

Suppliers, who handle customer products on behalf of Hanomag, need at least a certification according to ISO 9001. For automotive purposes an IATF16949 is preferable.

6.4.1 Proof of qualification

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. Our central purchasing department calls for proofs at certain intervals in order to obtain the respectively valid document. Hanomag shall be notified without delay of the loss or expiration of any specialist evidence.

6.5 Waste management 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. 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. The ecodesign requirements for energy-related products (2009/125/EC) are integral part of our contracts. The following executive orders are crucial:

Category	EU- Guidelines
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
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 entire labeling must correspond to the German EnVKG (92/75/EC, European Union energy label). 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 Lohnhärtereier Group premises for any length of time, have to show the following insurance policies prior the commencement of any works:

- Liability insurance
- 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 venue

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