

Sustainable and Responsible Procurement Policy

1. Preamble

Mikro-Technik GmbH & Co. KG is committed to sustainable and responsible corporate management that considers ecological, social, and ethical aspects in all business processes. This policy establishes the principles and objectives for environmentally friendly and socially responsible procurement to reduce our ecological footprint, make a positive contribution to environmental protection, and ensure compliance with labor and human rights in our supply chain.

2. Scope

This policy applies to all procurement activities of Mikro-Technik GmbH & Co. KG, including the purchase of raw materials, components, products, and services.

3. Objectives

- Reduction of environmental impacts in our supply chain
- Promotion of resource efficiency and circular economy
- Minimization of greenhouse gas emissions
- Ensuring compliance with labor and human rights throughout the supply chain
- Supporting suppliers in improving their environmental and social performance

4. Principles of Sustainable and Responsible Procurement

4.1 Supplier Selection and Evaluation

- Environmental and social criteria are considered in the selection and evaluation of suppliers.
- Suppliers with certified environmental management systems (e.g., ISO 14001) and social standards are preferred.
- Regular review of the environmental and social performance of our suppliers.

4.2 Product Selection

- Preference for products with low energy consumption and long service life.
- Selection of products made from recycled or recyclable materials.
- Avoidance of products with environmentally harmful ingredients or from conflict-ridden sources.

4.3 Packaging and Transport

- Reduction of packaging material and preference for recyclable packaging.
- Optimization of transport routes and use of environmentally friendly means of transport.

4.4 Energy Efficiency

- Procurement of energy-efficient devices and machines.
- Consideration of energy consumption over the entire life cycle of a product.

4.5 Waste Avoidance and Recycling

- Promotion of products and services that contribute to waste avoidance.
- Preference for suppliers with take-back and recycling programs.

4.6 Labor and Human Rights

- Compliance with ILO core labor standards and UN Guiding Principles on Business and Human Rights by suppliers
- Prohibition of forced and child labor
- Ensuring freedom of association and right to collective bargaining
- Non-discriminatory employment and remuneration
- Ensuring appropriate working hours and conditions
- Ensuring occupational safety and health care

5. Implementation and Responsibilities

- The purchasing department is responsible for implementing this policy.
- All employees with procurement responsibility are trained in sustainable and responsible procurement.
- Annual review and update of the policy by management.

6. Risk Analysis and Due Diligence

- Conducting regular risk analyses regarding environment and human rights in the supply chain
- Implementation of a due diligence process to identify and prevent environmental damage and human rights violations
- Prioritization of high-risk suppliers and regions for in-depth audits

7. Supplier Audits and Capacity Building

- Conducting supplier audits focusing on environmental protection and labor and human rights
- Supporting suppliers in improving their environmental and social standards
- Offering training and resources for suppliers

8. Grievance Mechanisms

- Establishment of a confidential grievance mechanism for workers in the supply chain
- Ensuring a fair and transparent process for handling complaints

9. Measurement and Reporting

- Establishment of key performance indicators to measure environmental and social performance in procurement
- Annual internal report on progress in sustainable and responsible procurement
- Integration of results into the company's sustainability report
- Publication of relevant key figures and measures

10. Continuous Improvement

We commit to continuously improving our procurement practices and regularly reviewing and adapting this policy to ensure it meets current environmental and social standards and objectives.



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Mikro-Technik GmbH & Co. KG