

Foreword

As a manufacturer and supplier of high-end products for medical technology and the luxury goods industry, the Cendres+ Métaux Group is a particularly high-profile organisation. Cendres+ Métaux has no desire to be implicated in any dubious business and cannot tolerate this. When it comes to procuring raw materials – especially, but not exclusively, precious metals – we take great care to ensure that they come from legitimate, ethically sound sources, with no links to crime, armed conflict or human rights violations.

Overview of the Code of Conduct

The Cendres+ Métaux Code of Conduct, which supports our aforementioned commitment, consists of 37 principles covering a range of areas, including general requirements, responsible supply chains, employment and human rights practices, the environment, developing responsible products, applying the Code of Conduct and compliance.

We require our staff and our partners to observe this Code of Conduct and ensure that their own activities comply with all the applicable principles therein. Furthermore, we expect our partners to inform their own service providers and subcontractors of these principles and to encourage them to incorporate them into their own policies and practices.

We expect our partners to put appropriate management systems and business processes in place that enable them to ensure that the requirements of this Code of Conduct are systematically followed and that compliance can be demonstrated.

The partners accept that we may carry out monitoring visits or engage third parties to conduct audits for the purpose of verifying compliance and promoting continuous improvement.

Should they have any questions regarding the implementation of the principles and practices set out in this Code of Conduct, partners are welcome to get in touch with their designated contact person.

General requirements

1. Respect the applicable laws and regulations
2. Maintain high ethical standards
3. Do not engage in any form of corruption, including extortion and fraud
4. Do not engage in money laundering or terrorist financing
5. Abide by competition regulations
6. Disclose product characteristics and information relating to health and safety
7. Be able to provide information on the country of origin and the sources of supply of product components and raw materials
8. Maintain the physical safety and integrity of employees, products and values
9. Set up appropriate complaint and reporting procedures

Responsible supply chains

10. Abide by the Kimberley Process Certification Scheme and the World Diamond Council's Voluntary System of Warranties
11. Take measures to ensure that gold and/or platinum group metals supplied to Cendres+ Métaux – regardless of the source – conform to international standards relating to responsible commercial practices and do not come from conflict zones
12. Commit to using responsibly sourced paper, packaging and other wood-based products
13. Make every reasonable effort to ensure that precious stones supplied to Cendres+ Métaux are extracted in a way that respects human rights and labour rights, do not come from conflict zones and do not cause any harm to the environment
14. Ensure that packaging material is secure and compliant with the applicable laws worldwide
15. Support the development of communities involved in the supply chain as far as possible

Employment and human rights practices

16. Observe the United Nations Universal Declaration of Human Rights and the International Labour Organization's eight Fundamental Conventions
17. Respect basic human rights in compliance with the United Nations Guiding Principles on Business and Human Rights
18. Acknowledge and respect the rights of local communities and the value of their traditions and their cultural and social heritage
19. Do not allow any discrimination
20. Do not allow any use of corporal punishment, degrading treatment, harassment, physical violence, coercion or intimidation in any form whatsoever
21. Comply with labour law and regulations regarding slavery and human trafficking
22. Do not allow any child labour
23. Ensure that employees are paid in line with industry standards, the applicable laws relating to the statutory minimum wage and/or collective agreements
24. Ensure that your normal working hours are compliant with the conventions of the International Labour Organization
25. Respect employees' freedom of association
26. Commit to maintaining high standards of hygiene and safety

Environment

- 27. Conduct your business in an environmentally friendly way and ensure compliance with the applicable legal provisions, environmental standards and the industry's specific environmental regulations
- 28. Ensure that the level of emissions produced by your activities meets legal requirements
- 29. Adopt best practices for managing water
- 30. Abide by the legal provisions relating to using hazardous substances
- 31. Ensure that waste is handled, stored and transported in compliance with safety standards
- 32. Analyse energy consumption and take measures to reduce greenhouse gas emissions
- 33. Protect biodiversity and vulnerable habitats

Development of responsible products

- 34. Take environmental and social aspects into account in the full life cycle of processes, technologies, products and packaging

Application and compliance

- 35. Inform employees, subcontractors and any third parties concerned about the principles of the Code of Conduct
- 36. Assist in evaluating compliance with the Code of Conduct and facilitate this evaluation
- 37. Report any problems or concerns directly to Cendres+Métaux's Quality Management team at the following address: Q-Management@cmsa.ch

ACCEPTANCE OF THE PROVISIONS OF THE CODE OF CONDUCT

Name of company: _____

Address: _____

Name of contact: _____

Position: _____

Has your company designated someone to take responsibility for implementing the Cendres+Métaux Code of Conduct?
If so, please provide details of this person.

Name of the person responsible: _____

Position: _____

Does your company have its own code of conduct or similar rules to which your suppliers are expected to conform?
If so, please provide an example.

The provisions of the Cendres+Métaux Code of Conduct have hereby been accepted:

Date: _____

By the authorised signatories: _____