

1. General

Our company, Maschinenfabrik Guido GmbH [GUIDO], is committed to the highest legal, ethical and moral standards which are laid down in our GUIDO Code of Conduct*. We place our focus on company ethics and Corporate Social Responsibility (CSR) in all of our business activities and also in the cooperation with our direct and indirect suppliers.

As a supplier for the automobile industry, there are high requirements regarding our purchases. We expect our suppliers to share our goal of being world class concerning innovation, efficiency and quality. In this regard, we have decided to only purchase from suppliers that are committed to ethically correct practice and that correspond to our standards with regard to human rights, health and safety, and environmental protection.


The GUIDO Code of Conduct for Suppliers contains these CSR requirements and shows how we wish to ensure that our suppliers meet these requirements. Here we endeavor to be a fair, honest partner, as we are convinced that relationships based on the fundamental values of trust and integrity will be long-lasting and advantageous to both sides.

* You can download this GUIDO Code of Conduct at www.guido.de.

2. CSR requirements for all suppliers

Suppliers must comply with all relevant laws with regard to human rights, health, safety, environmental protection, bribery and corruption (including the UK Bribery Act, US Foreign Corrupt Practices Act, OECD Due Diligence for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas and Section 1502 of the Dodd-Frank Act, if applicable). Furthermore, suppliers must adhere to good, ethical practice, as presented in the GUIDO Code of Conduct, and, in particular, shall commit to the following:

- a) promoting and respecting the protection of human rights in their sphere of influence;
- b) respecting freedom of association and recognising the right of all employees to collective bargaining;
- c) preventing all forms of forced, bonded and child labour;
- d) supporting the principles of equal opportunity when hiring and selecting employees, and not discriminating against individuals;
- e) adhering to all legally applicable regulations with regard to Health & Safety as a minimum standard, and constantly raising awareness for industry-specific best practice;
- f) complying with all applicable environmental protection laws and searching for ecological improvements proactively;
- g) observing all relevant anti-bribery and anti-corruption laws in business dealings with GUIDO, particularly refraining from providing gifts, gratuities or other services customary in the industry with the intention of influencing decisions made by our company;

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- h) observing the OECD guidelines and Section 1502 of the Dodd-Frank Act, which targets the prevention of the use of minerals financed or profited from directly or indirectly by armed groups in the Democratic Republic of Congo (DRC) or in adjacent countries (conflict minerals).

The requirements mentioned above will be integrated in our supplier agreements to the extent that they are relevant and practicable. Here, we reserve the right to also include additional clauses and references to further laws and regulations relevant to CSR.

3. Safeguarding measures

a) High-risk suppliers

Suppliers that run a higher potential CSR risk due to their amount of turnover with GUIDO ('A' suppliers from the ABC analysis), their supply source (BSCI list of high-risk countries) or another risk factor can be asked to confirm their compliance with this Code (see Appendix I) and fill out a questionnaire on how they assess themselves with regard to CSR (see Appendix II).

You can also be asked to accept further inspections, on-site visits or a full CSR audit.

Only suppliers that meet our CSR requirements are approved for purchasing.

b) Suppliers of conflict minerals


At GUIDO we have adjusted our reporting on conflict minerals and aligned it to meet the Dodd-Frank requirements, and expect our suppliers to do the same. We require all suppliers (that deliver products or components to GUIDO containing conflict minerals) to participate in an annual survey regarding the country of origin of products or components containing conflict minerals. On request, our suppliers present suitable proof of the information given in their self-assessment.

c) Other suppliers

We expect all suppliers to comply with the principles laid down in the GUIDO Code of Conduct. Furthermore, we expect the main supplier to make comparable requirements of their upstream supply chain and exercise due diligence by checking that their sub suppliers comply with CSR standards.

4. Violations of the Code, reporting and inspection

Violations of the GUIDO Code of Conduct by the supplier will lead to the supplier in question receiving a 'C' rating.

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We would ask our employees and suppliers to notify our executive board of any ethical or legal misconduct or of any suspicion in this regard as CSR agents. You can find the contact details at www.guido.de.

Compliance with these high CSR standards is the mutual basis for a good business reputation and sustained success and is monitored by us continuously. If expedient or legally necessary, the GUIDO Code of Conduct will be adapted accordingly.

For further information on this Code, please contact our purchasing department. You can find the contact details at www.guido.de.