



Silicones  
Lube oil additives  
Chemicals

## Business partners' code of business principles

BRB International, hereafter referred to as BRB, conducts its business based on its core values: ambition, flexibility, passion, innovation. We expect our business partners, such as suppliers, subcontractors, distributors and agents to act with responsibility, integrity and respect. This Code specifies what BRB expects from its business partners. By implementing such business partner code, we seek to strengthen the relationship with our business partners, minimise business risks, and support our long-term goals. In order to achieve this we require our business partners to adhere to sound legal and ethical business practices.

### Work place safety

BRB provides a safe workplace for its employees. This means that we expect our business partners to follow the applicable safety procedures within their operations as well. This includes measures that are put in place to protect people from exposure to hazardous substances. BRB systematically assesses and controls the operational risks resulting from its activities. Employees of business partners must report safety risks and incidents promptly.

### Product safety

BRB products must comply with the applicable product safety regulations. Our partners are expected to comply with all applicable product safety regulations, to label products properly and communicate product-handling requirements. Products and raw materials used to manufacture these products for BRB, must meet all applicable product regulatory requirements.

### Compliance

Our business partners are expected to comply with all laws and regulations applicable to the business they conduct for BRB. They must apply the principles and obligations laid down in this Code or apply equivalent principles.

### Honest business conduct

We expect that all of our partners conduct business fairly and with integrity. They will not make, offer or authorize bribes, or conduct any form of unethical business practice. They will not engage third parties to do so. Entering into a business transaction with or for BRB or accepting certain terms and conditions may not be influenced by gifts or entertainment. Our partners do not offer BRB employees gifts or entertainment of more than modest value. They never offer cash or cash equivalents such as gift cards to our employees.

### Fair competition

Our partners must compete fairly and comply with competition ('anti-trust) laws. They may not enter into agreements or practices that have a restrictive effect on competition, such as price-fixing, market allocation or abuse of dominant position. They may not offer products or services to or on behalf of BRB in a misleading way.

### Trade controls

It is essential that our partners comply with trade control regulations applicable to their business, and that they provide accurate and truthful information about it to customs and other authorities. They truthfully identify and manage trade restrictions applicable to their business with us, including those of sanctioned countries and parties.

### Intellectual property and confidential information

We expect our partners to respect intellectual property rights, including those of BRB. Business partners must take appropriate measures to prevent disclosure or unauthorized use of BRB confidential information.

### Personal data

We expect our partners do not use sensitive personal information about BRB and its employees for other uses than business-to-business contacts with BRB and the execution of agreements between us. Our partners are expected to take appropriate security measures to protect such data.

### Company resources

If they use or have access to BRB resources, including people, systems, know how, networks and facilities, our partners are expected to use these resources responsibly and appropriately, in accordance with BRB instructions and for their intended business purpose only. When our business relationship ends, all resources are expected to be returned to BRB.

### Record keeping and communications

BRB expects that only accurate, complete, timely and up-to-date records and communications on the business and transactions with BRB are maintained and communicated to BRB. These records must be retained in accordance with applicable laws. Press releases about BRB products and business can only be issued after our approval.

### Conflict of Interest

Any decisions taken in regards to BRB business transactions are expected be influenced by personal or private interests. Personal or friendly relationships between employees should not influence any business judgement. If such a relationship exists and a potential conflict of interest in a transaction or business relation can occur, this is expected to be immediately disclosed to BRB. No financial or other support to (political) parties may be used to influence transactions with or for BRB.



**Trading with insider knowledge**

Our partners are expected not to use confidential information received from BRB when trading in shares.

**Preventing fraud**

We expect our business partners to implement internal controls designed to detect, prevent and respond to fraud and money laundering. To record transactions properly and subject them to review. Any potential fraud that may have an impact on BRB must be reported to us immediately.

**Human rights**

BRB respects the human rights of all people as outlined in the Universal Declaration on Human Rights. Our employees and partners take responsibility for avoiding infringement of human rights and for remediating the impact, if any, on human rights resulting from activities and products for BRB. Our business partners are expected to uphold minimum commitments described in the eight ‘fundamental’ Core Conventions of the International Labour Organization<sup>1</sup> (ILO). This includes recognising and respecting the rights of its employees to freedom of association and collective bargaining; the elimination of all forced, compulsory and child labour; providing a safe working environment free of discrimination; and equal remuneration.

**Forced Labour**

Our business partners are expected not to participate in, or benefit any form of forced labour, slavery, servitude, physical punishment, confinement, threats of violence or human trafficking. Freedom of movement during the time of employment should always guaranteed.

**Employment relationships**

Our business partners are expected to respect legal minimum age requirements as outlined in the relevant ILO conventions and the laws of the countries of operation. People should be treated with dignity and respect. Harassments and discrimination are not accepted. Working hours and remuneration must comply with applicable laws while being fair and just.

**Environment**

Through management of the environmental aspects of the business the adverse environmental impact of the activities, products and services related to BRB business are expected to be minimized by each business partner. We expect that all partners comply with all applicable legal environmental requirements and demonstrate continual improvement in the environmental performance.

**Prompt notifications**

Our business partners are expected to promptly notify BRB of any failure to comply with this code. The same applies in case of any illegal or criminal activity that is suspected or identified, possibly impacting BRB business and/or reputation. Failure by our business partners to adhere to this code may lead to immediate termination of the relationship or necessitate the execution of improvement plans; in case insufficient progress is made on an improvement plan in a timely manner, termination of the relationship may still result without liability to BRB.

We confirm to comply with the obligations described in this business partner code of business principles.

Ralph Pinckaers  
CEO BRB

Name

Company name

Signature

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<sup>1</sup> <http://www.ilo.org/global/standards/introduction-to-international-labour-standards/conventions-and-recommendations/lang-en/index.htm>

