

Supplier requirements

Valid as of 01/2024

As a family business with over 75 years of tradition, we have always been aware of our responsibility towards our employees, society and the environment.

With our "Supplier Requirements", we want to clearly specify the requirements of Gummiwerk KRAIBURG and the necessities for a successful cooperation on both sides.

Our goal is to create a framework for optimizing processes between our external partners on the supplier side and Gummiwerk KRAIBURG, thus creating a win-win situation for both parties.

We provide our main suppliers with feedback at least once a year in the form of a supplier evaluation and jointly assess any necessary measures.

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Social Responsibility

Recognizing human rights and taking a comprehensive view of the entire value chain is a fundamental practice for us.

We extend this commitment to our suppliers through our requirements.

The legal framework for our suppliers relationships includes

- United Nations Universal Declaration of Human Rights (UN-UDHR)
- International Labor Organization (ILO) conventions and recommendations on labor and social standards
- United Nations Convention on the Rights of the Child (UN-CRC)
- United Nations Convention on the Elimination of All Forms of Discrimination against Women (UN-CEDAW)

As part of our commitment to continuous improvement, we place a clear focus on environmental and human rights issues in our supply chain risk management.

This also applies to the selection of our suppliers.

In our ongoing collaboration, we work with our suppliers to develop our raw material portfolio towards sustainability.

Legal requirements

Gummiwerk KRAIBURG attaches great importance to legal compliance. Therefore, we expect our suppliers and their subcontractors to comply with the applicable legal regulations:

- Applicable environmental regulations for extraction, production and transportation
- Minimum wage regulations
- Requirements arising from REACH

KRAIBURG's compliance guidelines form the basis for the actions of Gummiwerk KRAIBURG employees.

Suppliers are required to communicate their respective compliance guidelines to Gummiwerk KRAIBURG.

All information exchanged between Gummiwerk KRAIBURG and its suppliers must be treated confidentially. This includes technical details, customer or application information, prices and quantities.

Gummiwerk KRAIBURG and its suppliers will not disclose such information to any third party.

Management systems

We continually improve our internal processes to manufacture products of the highest quality and reliably supply them to our customers.

In order to consistently deliver high quality, we believe it is essential for our suppliers to have an active quality management system. Depending on the industry, certification to ISO 9001:2015 or higher or an equivalent system is encouraged where possible.

Environmental sustainability has always been a crucial factor for Gummiwerk KRAIBURG.

Therefore, we expect our suppliers to use processes with minimal impact on all resources, including energy and water.

Proof of certification of the environmental (e.g. ISO 14001:2015) and energy management system (e.g. ISO 50001:2018) not only benefits the environment, but also positively influences your evaluation as a Gummiwerk KRAIBURG supplier.

ISO 45001 certification is desirable.

The currently valid certifications must be submitted to Gummiwerk KRAIBURG without being asked.

Communication

To ensure the success of our customers, Gummiwerk KRAIBURG and our suppliers, reliable information on product and order status is essential.

Written communication will be made exclusively by e-mail, with the possibility of transmitting order data by EDI upon arrangement.

Suppliers are requested to

- Send order confirmations within 24 hours.
- Confirm delivery dates for raw and auxiliary materials precisely for each day
- Communicate any deviations promptly and transparently in good time. In cooperation with the Gummiwerk KRAIBURG scheduling department

It is essential that

- The Gummiwerk KRAIBURG order no./Pos. is indicated on all documents (order confirmation, delivery note, invoice)
- Invoices are issued in accordance with the applicable law
- Discounts and bonus agreements are indicated on the invoices

In the event of a complaint, Gummiwerk KRAIBURG must receive an initial statement within two working days. In addition, a systematic problem-solving approach in the form of an 8D report is required.

Failure to adhere to these principles will have a negative impact on Gummiwerk KRAIBURG's supplier evaluation.

Furthermore, we expect information on the relevant contact persons at our suppliers and timely notification of personnel changes.

In particular, we need to be informed about contact persons in the following areas

- Research & Development
- Data sheet management
- Order processing
- Sales
- Invoicing

Technical requirements

Unless otherwise agreed, the specification of the Product Data Sheet (PDS) available at Gummiwerk KRAIBURG shall apply.

If the supplier has made changes to this specification at the time of the order, Gummiwerk KRAIBURG must be informed immediately.

For products supplied to Gummiwerk KRAIBURG, the supplier is expected to inform Gummiwerk KRAIBURG independently and with sufficient advance notice

- Any changes affecting the product.
- Adjustments to the specification.
- Changes in production facilities affecting the product.
- Changes in the supplying plant.
- Changes in raw materials affecting the product.
- Changes in packaging.
- Planned and unplanned maintenance.

In the event of changes to the safety data sheets, the supplier must inform Gummiwerk KRAIBURG immediately and independently, at the latest before delivery of the next order.

A Certificate of Analysis (CoA) must be available for each delivery of a raw material. This CoA should include technical data, production date and minimum shelf life/lifetime of the product.

CoA 3.1 according to DIN EN 10204 is preferred, which ensures among other things, that the certificates are issued by an independent testing department of the manufacturer and that the tests are performed directly on the units to be delivered (i.e. EVERY delivery is tested).

Logistical requirements

Delivered goods must be clearly labeled on each container with the product name, lot number and individual weight.

Legal requirements for the labeling of hazardous goods and substances must be observed.

A Delivery Note (DN) must be presented to our goods receiving personnel upon delivery.

The DN must contain the following information

- Product name
- Lot number
- Gummiwerk KRAIBURG order number/position
- Gross/net delivery quantity

For deliveries of raw materials in tank or silo vehicles, the products must be clearly assigned to the compartments of the vehicles.

The opening hours of the goods receiving department must be adhered to, as are stated on every order.

Deliveries outside these times can only be accepted in emergencies after consultation with our scheduling department.

Deliveries must be made on the exact date specified in the order confirmation.

Late deliveries will have a negative impact on Gummiwerk KRAIBURG's supplier evaluation!

Orders are coordinated with the capacities of the incoming goods department of Gummiwerk KRAIBURG.

The delivery of a raw material for an order must consist of only one lot number.

If production requires multiple lot numbers for a delivery, each lot must be delivered on a separate pallet or packaging unit.

If you have any comments or questions regarding Gummiwerk KRAIBURG's supplier requirements, please do not hesitate to contact the Gummiwerk KRAIBURG purchasing department.

We look forward to continued good cooperation!