

# Supplier Code of Conduct

## **ALBANY INTERNATIONAL SUPPLIER CODE OF CONDUCT**

**ALBANY**  
*INTERNATIONAL*

## **Introduction**

Albany International is committed to doing business in a way that is ethical, legal, and environmentally and socially responsible. To that end, we have formalized the guidelines meant to direct and support Albany International's suppliers ("Suppliers").

This Code of Conduct sets forth the principles under which Suppliers must operate. It is further expected that Suppliers will insist upon these same standards of conduct in their own supply chain.

### **1. Information accuracy**

Suppliers must commit to the accuracy of the information provided upon request.

### **2. Compliance with the Law**

Suppliers must conduct their business in full and strict compliance with all the applicable laws, codes, rules, and regulations of the countries, provinces, states, regions, and cities in which they operate. Suppliers are subject to Albany International's Business Ethics Policy and as such must not take part in bribery, kickbacks, fraudulent bidding, cartels, or other unfair business practices.

### **3. Respect for Workplace Relations**

#### *3.1 Child Labor*

Suppliers must comply with the local legislation related to the minimum age for employees. Additionally, Albany International suppliers must fulfill all statutory requirements on the authorized young laborers' work, especially those related to working hours and conditions, pay, and health and safety.

### *3.2 Forced Labor*

Suppliers must not use forced labor of any kind, including slavery, prison, confinement, or servitude. All jobs must be voluntary.

### *3.3 Discrimination*

Suppliers must make sure that employment decisions – including hiring, pay, benefits, progress, dismissal, and retirement – is based on an employee's skills and not on any protected status, such as race, color, religion, gender, ethnic and social origin, age, marital status, pregnancy, political creed or affiliation, union membership disability, sexual orientation, or any other parameter barred by law.

### *3.4 Harassment*

Suppliers must treat all workers with respect and dignity. Suppliers' workplaces must be free of any form of harassment such as corporal punishment and physical, sexual, psychological, or verbal abuse or harassment.

### *3.5 Working Hours*

Suppliers must abide by the working hours as capped by the local legislation in force.

### *3.6 Compensation (salaries and benefits)*

Suppliers must pay workers at least the minimum wage as required by the local legislation and provide all the statutory benefits..

### *3.7 Freedom of association*

Suppliers must acknowledge and respect any of the workers' rights regarding their exercise of their legal rights to associate freely, including whether or not to join any associations, unions, seek representation, and join employee

committees, according to the local laws. Suppliers must also respect any of the workers' legal rights to collective bargaining.

### *3.8 Workplace health and safety*

Suppliers must keep the workplace free of known risks and ensure compliance with all laws applicable to working conditions, including workers' safety and health, sanitation, fire safety, risk protection and electric, mechanical, and structural safety, emergency, injury and occupational disease readiness, industrial hygiene and safety, physically demanding tasks, machine protection, and cafeteria safety..

## **4. Respect for the Environment**

Suppliers must meet all the mandatory environmental standards under the laws, codes, and regulations applicable to the workplace, the products manufactured, and the manufacturing methods. Additionally, Suppliers must use only materials originating from operations which abide by the environmental laws and regulations from their country of origin.

## **5. Gifts**

In accordance with Albany International's Business Ethics Policy, our employees may not accept the following from any competitors, clients, suppliers, entities, financial agents, or any other persons with whom Albany International does substantial business or maintains significant financial relationships, specifically:

- (a) compensation of any kind (b) bribery or commission;
- (c) gifts or favors from persons or entities which, over 12 months, exceed the amount of USD 100
- (d) entertainment which may be deemed excessive according to the local customs and practices.

**6. Communication Channel**

Anyone who finds these principles have been violated must contact Albany International via e-mail at [Compliance@albint.com](mailto:Compliance@albint.com) or [www.ethicspoint.com](http://www.ethicspoint.com).

Albany International reserves the right to terminate our business relationship with any suppliers that are either unwilling or unable to abide by this Code of Conduct.