

# HILLENBRAND

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## STANDARDS FOR SUPPLIERS

Hillenbrand, Inc., including its affiliates (collectively referred to as "Hillenbrand," "we," or "our") is a global industrial company that provides highly engineered, mission-critical processing equipment and solutions to customers around the world. Hillenbrand's portfolio includes industrial businesses such as Coperion, Milacron Injection Molding & Extrusion, and Mold-Masters. Hillenbrand has established a reputation for integrity in all business dealings. As we continue to expand our business, it is important to preserve our core values and protect our reputation in selecting where and with whom we do business.

These Standards for Suppliers ("Standards") reflects Hillenbrand's core values and are aligned with internationally recognized human rights and ethical labor conventions. These Standards are not intended to be all-inclusive. Rather, these Standards set forth the minimum standard of conduct expected of our Suppliers and their subsidiaries, affiliates, and subcontractors (individually referred to herein as "Supplier" and collectively referred to herein as "Suppliers") providing services or goods to Hillenbrand.

### Changes to these Standards

Hillenbrand reserves the right, at its sole discretion, to modify these Standards in whole or in part, at any time without notice. Changes to these Standards will become effective when posted on Hillenbrand's website at <https://hillenbrand.com/suppliers/>. Suppliers are responsible for checking Hillenbrand's website for any changes to these Standards.

### Compliance with these Standards, Policies, and Contractual Obligations

- **These Standards.** Suppliers must meet or exceed the expectations and requirements set forth in these Standards and shall remain in compliance during the duration of the Supplier's business relationship with Hillenbrand. Suppliers are required to maintain written procedures and policies that align with these Standards. Suppliers must require their subsidiaries, affiliates, employees, personnel, agents, and subcontractors performing work for, or on behalf of Hillenbrand, to adhere to these Standards. Suppliers shall self-monitor and upon request, shall demonstrate their compliance with these Standards. Notwithstanding anything to the contrary, Suppliers that violate these Standards risk termination of their business relationship with Hillenbrand.
- **Policies.** Suppliers are expected to adhere to the spirit of the policies listed in Annex I of these Standards.

- **Contractual Obligations.** Suppliers must comply with the terms and conditions of the applicable contracts, agreements, order forms, and other contractual documents between the Supplier and Hillenbrand.

## Compliance with Laws

- **General.** Suppliers are required to identify, monitor, and comply with the legal requirements and standards of their industry under the national laws of the countries in which they are doing business, including the export control and labor and employment laws of those countries, and applicable (U.S.) laws. Suppliers are required to comply with the stricter of applicable law, these Standards, or applicable contractual obligations. If applicable laws are less restrictive than these Standards, then Suppliers must comply with these Standards. If applicable laws are more restrictive than these Standards, then Suppliers must comply with applicable laws.
- **Marking and Shipping.** Suppliers are required to accurately mark or label their products with the country of origin in compliance with applicable laws and including those of the country of manufacture. Suppliers of finished products that are marked "Made in USA" or similar, or by virtue of their design or packaging imply that they are "Made in USA" shall comply in all respects with the US Federal Trade Commission Guidelines regarding product marking and shall be made of all or virtually all domestic (US) content. To facilitate Hillenbrand's compliance with the US Federal Trade Commission Guidelines, Suppliers of component parts or commodities shall provide a declaration of origin in a form and detail satisfactory to Hillenbrand. All shipments are to be accompanied by the requisite documentation issued by the proper governmental authorities, including but not limited to Form As, import licenses, quota allocations and visas, and shall comply with orderly marketing agreements, voluntary restraint agreements and other such agreements in accordance with applicable law.
- **Product Facility and Process Security.** Suppliers must maintain product, facility, and process security and compliance in accordance with the directives of Hillenbrand or any applicable governmental agency, including, but not limited to security procedures and processes recommended by the U.S. Customs Service.

**Employment Practices:** Hillenbrand will not tolerate any forms of slavery, human trafficking, discrimination, or child labor.

- **Prison or Forced Labor.** Suppliers shall exercise due diligence to ensure that all work is performed on a voluntary basis. Suppliers are prohibited from using any forms of slavery, practices similar to slavery, or any involuntary labor including, but not limited to, prison or forced or coerced labor, debt bondage, indentured servitude, or any labor under the threats of punishment. Suppliers shall ensure that their employees are free to accept employment and free to terminate their employment without penalty.
- **Human Trafficking.** Suppliers shall exercise due diligence to ensure that no human trafficking exists within their business operations and supply chain and must comply with applicable laws prohibiting such exploitation.

- **Disciplinary Practices.** Suppliers shall treat their employees with respect and dignity. Suppliers must provide a work environment free of discrimination, harassment, abusive behavior, and physical punishment in any form.
- **Child Labor.** Suppliers shall maintain appropriate mechanisms to verify that each person employed is at least age of 15 years, over the age for completing compulsory education, or over the minimum age for employment in the country – whichever is highest. Suppliers shall not use workers under the age of 18 years to perform work which by its nature or the circumstances in which it is carried out is likely to jeopardize their health or safety.
- **Working Hours.** Suppliers comply with local laws and if applicable, collective bargaining agreements regarding working hours. Suppliers are responsible for ensuring that their employees do not work over the maximum weekly hours allowed under applicable law and must compensate their employees for overtime work in accordance with applicable law.
- **Compensation.** Suppliers must pay wages that meet or exceed legally required wages. Suppliers must comply with all applicable local, state, and national wage and hour laws.
- **Non-Discrimination/Human Rights.** Suppliers shall treat all employees with professionalism and respect. Suppliers shall not discriminate against their employees in hiring practices or any other term or condition of work, on the basis of race, ethnicity, color, religion, ideology, sex, national origin, social origin, political opinion, age, sexual orientation, genetic information, disability or any other characteristics protected by law. Suppliers are required to comply with applicable laws pertaining to equal pay.
- **Workplace Environment.** Suppliers shall provide their employees with safe and healthy working conditions, including, for example, access to water and sanitation, reasonable machine guarding, working and accessible fire exits, adequate ventilation, safety equipment, well-lit and comfortable workstations, clean restrooms, adequate living quarters where necessary, and other customary and normal safety business practices. Facilities should be built and maintained in accordance with the standards set by applicable codes and ordinances and workers should be adequately trained to perform their jobs safely.
- **Collective Bargaining.** Suppliers shall recognize and respect employee rights to form, to join or not join any lawful organization of their own choosing. Suppliers are required to comply with applicable laws pertaining to freedom of association, privacy, strike and collective bargaining. Suppliers shall not discriminate or retaliate against its employees for forming, joining, or being a member of a trade union or a similar lawful organization.

### **Anti-Bribery and Anti-Corruption**

Consistent with Principle 10 of the UN Global Compact, Hillenbrand maintains its Global Anti-Corruption Policy Statement and Compliance Guide prohibiting corruption, including any

improper or unethical payments to any person anywhere in the world, with specific focus on the provisions of the United States Foreign Corrupt Practices Act and the UK Bribery Act 2010.

Our policy statement is: No Hillenbrand officer, employee or agent shall, for the purpose of securing an improper advantage for Hillenbrand, offer or promise, or make or facilitate a payment or gift of, anything of value to – or accept anything of value from – any person, including, but not limited to, a foreign government official. Furthermore, every Hillenbrand officer, employee and agent is obligated by Hillenbrand policy and federal law to keep books, records and accounts that accurately and fairly reflect all transactions and any disposition of Hillenbrand assets. This policy is intended to supplement Hillenbrand's Code of Ethical Business Conduct, which contains provisions governing conduct similar to that addressed in Hillenbrand policies, including provisions regarding gifts, bribery, record-keeping and compliance with applicable law.

Hillenbrand likewise expects its suppliers to abide by its policies and not offer, promise, make, or facilitate a payment or gift of anything of value to any person, including any foreign government official.

### **Environmental Practices**

Suppliers are expected to conduct their business operations in a way that protects and sustains the environment in accordance with applicable laws and regulations. Suppliers are expected to reduce or eliminate their use of hazardous materials including, but not limited to, substances of concern, or any substance (other than the active substance) which has an inherent capacity to cause an adverse effect on humans, animals, or the environment and is present or is produced in a biocidal product in sufficient concentration to create such an effect. Suppliers shall follow all legal requirements and industry standards for air, water, and soil emissions and conduct routine monitoring of the performance of their emissions control systems. Suppliers must adequately treat hazardous waste (solid and wastewater) and hazardous air emissions in accordance with applicable laws and regulations. Suppliers are encouraged to, but not limited to:

- reduce excess packaging,
- use recycled and non-toxic materials where feasible,
- purchase wood and wood products originating from Certified Well-Managed Forests where feasible,
- promote the efficient and responsible use of wood and wood products,
- take efforts to reduce energy use, and
- reduce water consumption.
- PFAS reporting requirements, where applicable

### **Preservation of soil, water air, and biodiversity**

Suppliers are expected to conduct their business activities in such a way that natural resources are respected, that biodiversity impacts are assessed and minimized, and that harmful soil, water and air emissions do not impede access to drinking water or sanitary facilities.

### **Greenhouse Gas Emissions**

Suppliers shall be responsible for the Greenhouse Gas (“GHG”) emissions from their own operations, including identification, management, and reduction thereof. Upon Hillenbrand’s request, where available and material, Suppliers must share complete, timely, and accurate Scope 1 and 2 GHG emissions data and/or the factors and components required to such emissions, in alignment with the Greenhouse Gas Protocol, the Task Force on Climate-related Financial Disclosures (TCFD), and the Science Based Targets initiative (SBTi).

### **Conflict Minerals**

Suppliers shall maintain a clear policy commitment to sustainable and responsible sourcing of all minerals. Suppliers shall avoid the use of conflict minerals including tin, tantalum and tungsten, their ores, and gold from conflict affected and high-risk areas within the meaning of 17 CFR 240.13p-1 (US) or Regulation (EU) 2017/821. Suppliers must comply with applicable laws pertaining to responsible sourcing of minerals and shall exercise due diligence practices in accordance with the Organization for Economic Cooperation and Development (OECD) Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas.

### **Land Rights**

Suppliers shall comply with applicable laws pertaining to property and land rights. Suppliers are expected to respect the land rights and natural resources of individuals and communities.

### **Private or Government Security**

Suppliers shall comply with applicable laws pertaining to the use of private or governmental security forces. Suppliers that hire or use private or public security forces for protection must provide sufficient instruction and oversight to avoid torture, cruel, inhuman, or degrading treatment, or punishment, damages to life or limb of individuals, and impairment of individuals’ health or freedom of association.

### **Gifts**

Hillenbrand policy prohibits Hillenbrand employees from accepting any gifts, gratuities or other benefits that go beyond the common courtesies usually associated with business practices from any Supplier or potential Supplier to Hillenbrand or that exceed token or nominal value. Any payment of cash or cash equivalents (gift certificates, etc.) by a Supplier to any Hillenbrand employee is strictly prohibited. Hillenbrand employees are required to report any gifts offered or given that are not in compliance with this standard. Similarly, if a Hillenbrand employee solicits a payment or inappropriate gift from any Supplier or potential Supplier, the Supplier should immediately report the violation through one of the methods described below in How to Raise a Question or Concern. A Supplier who receives repeated solicitations from any individual, or solicitations from more than one individual, should immediately raise the concern as described below.

### **Competition Law**

Suppliers shall not share or exchange any price, cost or other competitive information or engage in any collusive conduct with any third party with respect to any proposed, pending or current Hillenbrand procurement.

## **Conflicts of Interests**

Suppliers are expected to avoid any actions or situations that could result in a potential conflict of interest or the appearance thereof. Suppliers are required to disclose any possible conflict of interest to the Hillenbrand employee(s) with whom they are negotiating or, if the possible conflict involves such persons, to the appropriate general manager or department head, or through one of the methods described in the below section titled How to Raise a Question or Concern.

## **Confidentiality**

Suppliers must keep confidential all Hillenbrand and its customers' trade secrets, designs, data, know-how or other information which the Supplier knows or should know is considered confidential by Hillenbrand, including, but not limited to, designs, sketches or prototypes for products that have not yet been introduced, engineering drawings, the financial terms of any agreement between the Supplier and Hillenbrand, information concerning Hillenbrand's marketing plans, and any other information that is not readily available to the public.

## **Data Privacy and Security**

Suppliers must protect the privacy of individuals and their personal information in compliance with all applicable national laws. Personal information (e.g., name, address, telephone number, email address, or date of birth) relating to our business partners, customers and employees provided by or on behalf of Hillenbrand should only be used, processed, disclosed, and transferred as permitted by Hillenbrand under its agreement with Supplier.

## **Prevention and Mitigation of Human Rights and Environmental Risks**

Hillenbrand expects Suppliers to support and cooperate with Hillenbrand in performing the following prevention and mitigation measures:

- **Due Diligence:** Hillenbrand exercises due diligence and implements appropriate due diligence measures to identify, prevent, mitigate, and avoid the human rights and environmental risks set forth in these Standards. Suppliers are expected to provide Hillenbrand with information Hillenbrand requires to execute an appropriate risk analysis. We encourage Suppliers to appropriately address human rights and environmental risks to their Suppliers.
- **Monitoring and Documentation:** Hillenbrand self-monitors and on an annual basis documents their own and their suppliers' compliance with these Standards. Documentation of compliance shall describe the monitoring activities, any corrective actions, and compliance policies and procedures. Suppliers are expected to provide Hillenbrand with information and documents to enable Hillenbrand fulfilling the compliance. This includes i.e. information on corrective actions in collaboration with Hillenbrand.
- **Notification of Violations:** Suppliers must promptly notify Hillenbrand of any potential or actual violations of these Standards. The notification shall describe the

violation and measures taken by the Supplier to mitigate any adverse effects of the violation.

Hillenbrand reserves the right to immediately terminate the business relationship with Supplier for any human rights or environmental violation, in case of serious breaches.

- **Education and Trainings:** Hillenbrand offers comprehensive trainings to its Suppliers in order to sensitize them in regards to human rights and environment protection.

**Right to Inspections and Audits:** Hillenbrand reserves the right to carry out audits (including but not limited to, environmental audits, due diligence assessments, site remediation, and compliance monitoring). Audits include on-site inspections at any premises where work is performed for or on behalf of Hillenbrand. Suppliers must reserve this right with their suppliers for themselves and for Hillenbrand. Hillenbrand may use third parties to conduct audits or inspections. Upon Hillenbrand's request, Suppliers shall make available to Hillenbrand information that demonstrates the Supplier's compliance with these Standards.

### **How to Raise a Question or Concern**

Each Supplier is required to promptly inform Hillenbrand of any concern or possible violation of these Standards. Supplier must not hinder their employees from accessing the [concern procedure](#) installed by Hillenbrand and as set out below. Suppliers shall not retaliate against any person reporting a concern or possible violation of these Standards. Suppliers must cooperate and provide reasonable assistance to Hillenbrand in any investigation involving the possible violation of these Standards by the Supplier. A question or concern may be raised as follows:

- By discussing it with the Hillenbrand business contact when appropriate
- By submitting it online to [www.concern.hillenbrand.com](http://www.concern.hillenbrand.com)
- By calling the Hillenbrand Ethics Hotline at 1-833-400-4017 (U.S.), or if outside the U.S., you can find your country-specific hotline number at [Ethics & Compliance](#)
- By contacting the Hillenbrand Ethics and Compliance Department at [ECD@Hillenbrand.com](mailto:ECD@Hillenbrand.com)

### **Travel & Expense Standard for Suppliers**

#### **I.) Scope & Purpose**

This Travel & Expense Standard for Suppliers applies to all Suppliers seeking reimbursement for travel expenses incurred during the performance of their services established under a business agreement (including Statement of Works) with Hillenbrand, Inc., including its affiliates (collectively referred to as "Company"). The purpose of this Travel Standard is to provide Suppliers with the company's travel reimbursement requirements.

THE COMPANY RESERVES THE RIGHT NOT TO REIMBURSE SUPPLIERS FOR TRAVEL EXPENSES THAT ARE NOT PREAPPROVED IN ACCORDANCE WITH THIS TRAVEL STANDARD.

#### **II.) Travel Requests**

- Suppliers must submit a travel request to the Company prior to booking any reimbursable travel.
- The travel request must state the purpose, destination, and duration. Further, the travel request must itemize all expenses including the class fare and must include a total estimated cost of the trip.

### III.) Travel Authorization

- The Company has the sole discretion of approving or rejecting all travel requests.
- Suppliers must have an approved travel request prior to incurring any reimbursable travel expenses.
- When booking travel pursuant to an approved travel request, Suppliers should minimize travel expenses and stay within the total estimated cost set forth in the approved travel request.

### IV.) Reimbursable Travel Expenses

Listed below are types of reimbursable travel expenses in which the Company may, at its sole discretion, preapprove under a Travel Request.

- **Air Travel:** Coach/economy class fare. Suppliers should minimize the fare by making reservations at least 14 days in advance for domestic trips, and at least 21 days in advance for international trips. The Company may, at its sole discretion, approve higher class fare for certain situations such as consecutive flights over 6 hours.
- **Airport Parking:** Long-term economy parking at airport lots. The Company may, at its sole discretion, approve short-term parking at airport lots for one-day trips.
- **Public transportation and/or rideshare:** Reimbursable when other forms of ground transportation are not available or when the cost of using is less than the cost of car rental or other public transportation.
- **Personal Vehicles:** Mileage will be reimbursed at the standard IRS rate. Trips more than 150 miles/241 roundtrip kilometers per day, require the traveler to rent a car versus using their personal car and expensing the mileage.
- **Rental car:** Suppliers must select a small or mid-size vehicle when it is the most cost effective and convenient ground transportation. The Company may reimburse fuel associated with the rental car but will not reimburse fuel purchased from the rental car agency upon return unless an appropriate reason is documented. Suppliers shall not select the option to prepay for fuel at the rental car agency at the time of the rental pick-up.
- **Lodging:** Reimbursable expenses include the lowest cost and most practical hotel to meet business needs. Luxury or high-cost hotels should be avoided unless a special promotion makes the cost less than or equal to more moderately priced accommodations.
  - **Lodging Parking:** Standard parking rates at hotels (not to include valet).
- **Meals:** Reimbursable expenses include reasonable business-related meals and customary service gratuities. Detailed receipts including guest name(s), company name, and business reason are required.

### V.) Non-Reimbursable Travel Expenses

In general, the Company will not reimburse the following items and expenses listed below. Please note that the list below is not exhaustive.

- **Cancellations:** Suppliers are responsible for cancelling hotel rooms, flights, rental cars and other travel arrangements. Suppliers must make every effort to meet the cancellation deadlines to avoid cancellation fees, non-refundable fares and penalty charges.
- **Fines:** Suppliers are responsible for fines, parking tickets, traffic violations, etc.
- **Loss:** Suppliers are responsible for any damage or loss incurred during travel.
- **Travel Insurance:** Suppliers are responsible for travel insurance coverage.
- **Non-Approved Expenses: Suppliers are responsible for expenses not preapproved in writing by the Company.**

#### **VI.) Reimbursement Process**

- All travel expenses should be listed on an invoice as a separate line item, not included with service charges.
- Suppliers must submit an expense report to the Company within 30 days after incurring such expenses. The expense report must be itemized and include copies of receipts for all reimbursable expenses greater than \$25.
- For all expense reports, expenses in foreign currency are to be converted by the Supplier and reported in local currency of the designated travel location at the actual exchange rate effective on the day of the transaction. This rate must be supported by itemized receipts. The currency conversion must be indicated on each receipt.
- Failure to submit a timely expense report can result in delayed or non-reimbursement of the travel expenses.

#### **VII.) Questions**

For questions regarding this Travel Standard, please contact [T&Eservicedesk@hillenbrand.com](mailto:T&Eservicedesk@hillenbrand.com).

## Annex I

**Hillenbrand Policies:** Suppliers shall comply, and shall cause its subcontractors to comply, with all personnel, facility, safety and security, and any other applicable Hillenbrand polices as provided, including, without limitation, the Hillenbrand Code of Ethical Business Conduct, Hillenbrand Supply Chain Transparency Policy and, to the extent applicable, the Hillenbrand Global Anti-Corruption Policy Statement and Compliance Guide (the "**Hillenbrand Policies**") (Hillenbrand Policies are available at: <https://ir.hillenbrand.com/corporate-governance/governance-documents>). In addition to the Hillenbrand Policies, Hillenbrand requires Supplier's compliance with other policies governing its supply chain, including with respect to environmental, human rights, conflict minerals, and other matters, which may be provided to Supplier in connection with this agreement. For the avoidance of doubt, all such policies are available at Hillenbrand's Investor Relations (<https://ir.hillenbrand.com/corporate-governance/governance-documents>) and Sustainability websites (<https://www.hillenbrand.com/sustainability>).