

# Code of conduct

July 2006

## **Introduction:**

Our company is committed to a sustainability policy, which includes respect for universally recognized standards for the environment, human rights and labour.

Therefore we seek to ensure that all our suppliers operate in compliance with our supplier code of conduct. The purpose of our code of conduct is not to terminate business, but to help our suppliers to achieve our outlined standards.

Our ethical principles are:

- We do not collaborate with companies that do not respect human rights
- We do not collaborate with companies that employ children
- We do not collaborate with companies that do not respect the environment

## **Specification of our code of conducts:**

### **Child labour:**

Our company does firmly renounce economic exploitation of children. In this respect we are committed to the UN Convention on the rights of the child (article 32:1) which is ratified by most countries, and in consequence they are committed to act against the economic exploitation of children.

The supplier confirms that child labour, in violation with the national legislation in the country of origin, or with the UN Convention on the rights of the child, is not being used in the production either by the supplier or by any of the supplier's subcontractors.

The minimum age for employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years, or 14 years where established by national laws in accordance with the ILO developing-country exception.

UN Convention on the rights of the child, article 32:1:

*"States parties recognize the right of the child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development."*

### **Health and safety standards:**

The supplier shall ensure that its workers are offered a safe and healthy working environment, including, but not limited to, protection from fire, accidents and toxic substances. Adequate health and safety policies and procedures must be established and followed.

### **Conditions of employment:**

The supplier shall protect workers from acts of physical, verbal, sexual, or psychological harassment, abuse, or threats in the workplace, whether committed by managers or fellow workers, including when determining and implementing disciplinary measures.

The supplier shall provide its employees with the protective equipment and training necessary to perform their tasks safely.

The supplier shall comply with legal minimum standards of wages and benefits. The supplier shall always provide a "living wage" which enables workers to meet the basic needs. Wages shall be paid in legal tender and on a regular basis. Deductions from wages shall be transparent and must never be used as a disciplinary measure.

**Environmental protection:**

The supplier must strive to minimize the adverse environmental impacts of its activities and products through a proactive approach and responsible management of its environmental aspects including, but not limited to:

- Use of scarce natural resources, energy and water
- Emissions to air and releases to water
- Noise, odour and dust emission
- Potential and actual soil contamination
- Handling of hazardous substances
- Handling of hazardous and non-hazardous wastes
- Product issues (design, packaging, transport, use and recycling)
- PVC must not be used for packaging material or products

The supplier shall maintain awareness of current environmental legislative requirements, relevant to the environmental impacts of its activities and ensure legal compliance through training, awareness, operational control and monitoring.

**Inspection:**

The supplier authorizes the buyer or any other party appointed by the buyer, to carry out random inspection at any place of production at any time.

On our request the supplier undertakes to provide a list with the complete information of the locations of all production units, factories and subcontractors, which are used for the production of our orders.

We ask you to sign our code of conduct to indicate that your company is in compliance with our code of conduct and you accept the stated terms.

On behalf of the supplier

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Stamp and signature