

# ARTEBENE

## **SUPPLIER CODE OF CONDUCT**

### **Preamble**

**ARTEBENE** attaches great importance to responsible and sustainable behaviour. In order to be able to agree upon a globally acknowledged and unambiguous minimum standard with its trade partners, the **ARTEBENE** Group has been an active supporter of the UN Global Compact since September 2017.

The UN Global Compact is the world's largest corporate sustainability initiative. Its core are 10 principles on human rights, labour, environment and anti-corruption. Within the scope of its philosophy of sustainable trading, the **ARTEBENE** Group has committed itself to follow these principles and expects the same from its suppliers. Further information on the UN Global Compact's 10 principles can be obtained from the following link:

<https://www.unglobalcompact.org/what-is-gc/mission/principles>.

This Code of Conduct is an integral part of the Purchasing Policy of the **ARTEBENE** GmbH. By signing this Purchasing Policy, the signatories declare that the companies which they manage shall follow the Code of Conduct's principles entirely and without exception. **ARTEBENE** offers the supplier to support him in these actions.

**ARTEBENE** reserves the right of verifying compliance with this Code's principles by demanding a self-declaration by the supplier or visiting the supplier's premises. The signatories of above mentioned Purchasing Policy, referred to hereafter as "undersigned companies", are aware that breaching one or more of these principles may result in instant termination of the business cooperation.

### **Jurisdiction**

The present Code of Conduct applies to all locations and divisions of the undersigned companies. At the same time, the undersigned companies shall demand their suppliers to keep to the principles stipulated in this Code.

### **Law and Order**

The undersigned companies shall adhere to law and order applicable in the countries in which they are active and also demand their suppliers to do the same.

## **Communication**

Every company signing this Code shall be responsible for communicating the Code's requirements to all of its employees and suppliers. Special attention shall be paid to groups that are in special need of protection (such as children and adolescents).

## **Transparency and Consumer Dialogue**

The undersigned companies shall acknowledge the consumer's right to important product and process information needed for qualified purchase decisions. They shall determine relevant information and make them publicly available as far as possible. Examples in this respect can be the amount of nickel processed in keychains or the question whether paper processed for a certain product is FSC certified. At the same time, it shall be observed in what way processed substances are affected by the REACH Regulation (please see <https://echa.europa.eu/regulations/reach/understanding-reach> for further information).

## **Product Safety**

If an undersigned company operates production sites, it shall ensure that each good produced at these sites comply with all legal requirements of the country in which it will be marketed.

## **Forced Labour**

Any type of forced labour, including forced labour in prisons and bonded labour, shall not be used.

## **Integrity and Anti-Corruption**

The undersigned companies shall adapt their actions to universally applicable ethical values and principles, especially to integrity, honesty, respect for human dignity, openness and non-discrimination of religion, ideologies, gender and ethnos (also see the UN Global Compact's 10 principles). The undersigned companies shall object to corruption and bribery in the sense of the relating UN Convention published in 2005. Money laundry shall not be conducted in any respect. They shall promote transparency, actions of integrity as well as responsible management and control in their companies in suitable ways.

## **Child Labour**

Child labour shall not be used. Provided that local laws do not define a higher age limit, no persons of school-age or younger than 15 years shall be employed (subject to special regulations of ILO Convention 138). Employees of less than 18 years of age shall not take on dangerous activities and shall be excluded from nightwork in consideration of their training needs.

### **Harassment**

Employees shall not be exposed to any kind of physical punishment or other types of physical, sexual, psychological or verbal harassments.

### **Remuneration**

Remuneration including wages, overtime and additional payments shall be done at least to an extent according to applicable law and order or beyond and shall be paid with no delay. Remuneration granted for full employment shall be sufficient to satisfy the employees' fundamental needs.

### **Working Time**

Unless national regulations determine a lower amount of working hours and except for extraordinary company conditions, employees shall not be demanded to work for more than 48 hours per week or a total of 60 hours per week (including overtime) on a regular basis. Employees shall be granted with an equivalent of at least one free day per each period of 7 days. Moreover, it shall be ensured that employees interrupt their work for resting periods according to legal regulations, but at least for a total of at least 30 minutes in case of a daily working time of up to 9 hours or for a total of at least 45 minutes in case of a daily working time of up to 12 hours.

### **Equal Treatment**

For all employment decisions including – but not limited to – employment and promotion, remuneration, fringe benefits, training, dismissal and notice, all employees shall be treated strictly according to their skills and qualifications. Factors such as ethnic/cultural origin, gender or religion shall not be taken into account when taking employment decisions. Employees shall be allowed to visibly wear symbols of religious affiliation without having to fear harassment or discrimination, provided that these symbols do not diminish safety or quality of their work. Eating habits based on culture or religion shall be taken into consideration.

### **Health and Safety at Work**

In order to avoid accidents and personal injuries, the employers shall provide safe and healthy working conditions as well as, where applicable, safe accommodation which fulfils the interests of health protection and meets the minimum requirements of applicable legal regulations. The undersigned companies shall ensure that all employees have sufficient social insurance. Sufficient escape routes shall be provided according to relevant legal requirements, an emergency evacuation plan shall be made available. Employees shall have access to clean drinking water at all working times. Employees shall wear sufficient

protective clothing where necessary (safety shoes, gloves, respiratory protection etc.). If employees are exposed to high noise levels, whether short-term or continuously, legal labour protection rules shall be observed.

### **Freedom of Assembly and Free Collective Bargaining**

The employers acknowledge and respect the employee's legal right to freedom of assembly and to free collective bargaining. If trade unions exist, employees shall be given the opportunity to join them without any effect on their employment.

### **Privacy Protection**

The employers shall ensure that all legal regulations for the protection of the employees' privacy are observed. This also includes but is not limited to personnel data, surveillance of employees or security measures such as camera surveillance.

### **Environment**

The undersigned companies shall use and continuously improve environmentally friendly practices at all locations at which they are active. They shall fulfil all regulations and standards for environmental protection that apply to their respective businesses and shall handle natural resources responsibly. If substances (materials, preparations and products) are used that are considered dangerous to the environment, the undersigned companies ensure that they are transported, stored and recycled securely. Should these substances be unsuitable for recycling, they shall be disposed of in a secure and environmentally friendly manner.