

Code of Conduct

I. General regulations

1. Applicability

This Code of Conduct is in effect for all company's branches and production plants worldwide.

2. Rules, standards and ethical practices

The company complies with the applicable laws, standards and other legislations of the respective countries in which it operates. It gears its activities towards universally held ethical values and principles, especially integrity, honesty, respect of human dignity, openness and non-discrimination based on religion, ideology, gender and ethnicity.

3. Business partners, authorities and consumers

The company operates in accordance with the generally accepted commercial practices of fairness and honesty. It has a cooperative and trustful relationship with authorities and consumer protecting standards are noticed.

4. Trade secrets

Trade secrets of business partners are treated confidentially by the company and its members. Communication of confidential information to third parties or making them publicly available is prohibited. This also applies to company members after termination of the employment relationship.

II. Antitrust and competition law regulations

1. Antitrust law

The company is committed to fair competition. Competition supporting laws and particularly antitrust laws are observed.

Inadmissible agreements on prices or other conditions, sales areas or customers as well as abuse of market power are rejected.

2. Bribery and corruption

The company rejects bribery and corruption and does not tolerate such behavior. In a suitable way, it supports transparency, dealing with integrity and responsible leadership and accountability in the company.

The applicable corruption law has to be observed. Infringements are basically avenged.

III. Global guidelines

1. Human rights

Internationally recognized human rights² are expressively supported.

² cf. Universal Declaration of Human Rights - UN-Doc. 217, so-called UN Human Rights Charter:
www.un.org/depts/german/grunddok/ar217a3.html

2. Child labor

Child labor or any other means of exploitation of children and youths are rejected.

3. Forced labor

All forms of forced labor, bonded labor, serfdom and slave labor or slavery as well as similar situations are rejected. Company members must not be forced to work, either directly or indirectly, through the use of force and/or through intimidation.³

4. Remuneration

All employees should get fair wages, which should be at least sufficient to cover the employee's basic needs. The remuneration is to be paid in a practical manner (cash, cheque, transfer), a payroll has to be provided in a reasonable scope.⁴

5. Working time

Working times are in accordance with the national law, the industry standard or the relevant ILO conventions. Additional work has to be performed on a contractual basis.⁵

6. Health and occupational safety

The national as well as international regulations for the protection of health and occupational safety are considered. Conditions avoiding risks for health and safety are to be created.⁶

7. Environmental protection

The company considers the objectives of a sustainable environmental protection and acts in an environmentally responsible manner in all locations. Environmentally and resources friendly production methods are aimed. In accordance with principles of the Rio Declaration of the United States⁷, the company responsibly treats natural resources.

IV. Ethical and social principles

1. Discrimination

The company rejects a random discrimination due to employment, especially concerning race, ethnic or social origins, skin color, gender, mental or physical disability, age and creed, membership of a worker's organization or other personal features.⁸

2. Harassment

The company disapproves physical, psychological or sexual violence as well as verbal harassment.

3. Freedom of opinion

The right to freedom of conscience and freedom of expression are guaranteed.

³ cf. ILO conventions 29 and 106: www.ilo.org/dyn/normlex/en/f?p=1000:1:0::NO::

⁴ cf. ILO conventions 16 and 131: www.ilo.org/dyn/normlex/en/f?p=1000:1:0::NO:

⁵ cf. ILO conventions 1 and 14: www.ilo.org/dyn/normlex/en/f?p=1000:1:0::NO:

⁶ Vgl. ILO Konvention 155: www.ilo.org/dyn/normlex/en/f?p=1000:1:0::NO:

⁷ cf. Principles of the Rio Declaration on Environment and Development, decided by the United Nation Conference on Environment and Development (UNCED), Rio de Janeiro, 1992: www.un.org/depts/german/conf/agenda21/rio.pdf

⁸ Vgl. ILO-Konventionen 100, 111, 158 und 159: www.ilo.org/dyn/normlex/en/f?p=1000:1:0::NO:

4. Privacy

The privacy is respected.

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