

Preamble

The Hettich Group combines entrepreneurial action with social responsibility. Compliance with minimum standards in the areas of working conditions, social affairs and the environment is a key corporate objective and shapes the entrepreneurial activities of the Hettich Group.

We expect the suppliers and service providers of the Hettich Group to be equally committed to this corporate objective and to confirm this by signing the Code of Conduct for Suppliers.

1. Legal compliance

The supplier agrees to comply with all applicable local, national and international laws, regulations or permits of the countries in which it operates.

In the event that compliance with this statement of commitment would result in violation of the corresponding legal regulations of the country, suppliers should comply with the applicable laws, regulations or permits of the corresponding country.

2. Safe and healthy working conditions

The supplier ensures safe and healthy working conditions.

The production sites, workstations and means of production are organized in a way which prevents the employees from accidents and injuries and ensures reasonable noise, light and air quality standards.

In order to facilitate a safe working environment, the supplier provides appropriate workplace, health and safety information in a language understood by the employees.

Additionally, documented trainings concerning safety-related issues are performed regularly, at least every 12 months, for all employees.

Physically demanding tasks (for example heavy and repetitive lifting, monotonous posture) are determined, documented and preferably reduced.

The chemical, biological and physical impact on the employees is assessed and controlled and hazards are eliminated or reduced.

The supplier trains the corresponding employees in dealing with hazardous substances observing the Safety Data Sheets.

All employees are granted free access to clean drinking water and hygienic sanitary facilities.

Employees are provided with the personal protective equipment required for their work

Food preparation and eating facilities are in a sanitary condition.

Occupational injury or illness is completely recorded so that the supplier is able to analyse and possibly eliminate their causes.

All employees have the opportunity to point out safety hazards without fear of restrictions.

The supplier provides necessary medical treatment after an occupational accident and supports the medical rehabilitation with the objective of a return to work.

The supplier ensures compensation for work related damages to health resulting in permanent disability.

3. Emergency situations

The company buildings are designed according to the safety instructions including appropriate fire detection and suppression equipment, exit facilities and rescue plans.

Potential emergency situations and events are to be identified and assessed by the supplier, and their impact is to be minimised by implementing emergency plans.

Documented trainings concerning safety issues, for example location and activation of the evacuation alarm, are performed regularly, at least every 12 months, for all employees.

4. Social working conditions

The supplier must not use any form of forced or involuntary labour, either by psychological or physical violence or by exploiting dependencies which includes but is not limited to serfdom and forced prison labour.

The participation in human trafficking or slave labour is prohibited.

If the employment of a person requires special regulatory approval (for example work permit), the supplier shall ensure that such requirements are met.

The personal dignity, privacy and personal rights of each individual are to be respected.

The supplier must not make use of any form of corporal punishment or physical, sexual, psychological or verbal harassment and abuse.

The supplier does not tolerate intimidation, threat, hostility, violence or harassment.

Valid for: Hettich worldwide

Any form of discrimination, based on race, colour, nationality, social background, disability, age, gender, sexual orientation, marital status, pregnancy, religion, political affiliation or union membership, is prohibited.

The supplier encourages its employees to report discriminatory behaviour within the organisation.

The employees have the freedom to leave the premises after completion of work.

Personal documents or property are not withheld.

The employees must not pay any fees or deposits related to the recruitment.

The supplier does not offer any wage advances or loans with the consequence of binding him or her to employment.

The employees have the freedom to terminate employment at any time according to the agreed period of notice.

5. Child labour

Child labour as defined in relevant national and international regulations is prohibited.

A child is defined as a person under the age of 15, under the age of compulsory education or under the minimum age for employment, whichever is greatest.

If the local minimum age of employment is set at fourteen years of age in accordance with exceptions for developing countries, the lower age will be accepted.

Apprenticeship programmes that are in compliance with local laws and regulations are permissible.

The supplier keeps proof of age for all employees to exclude child labour.

The supplier ensures to protect the health and other physical and psychological interests of the child even in case of legal employment of persons under the age of 18.

Persons under the age of 18 are protected from any type of work which is associated with particular risks for young people.

Night work is only permitted considering the needs of apprenticeship.

6. Wages

The employees are paid a wage equal to or exceeding the minimum wage required by laws and regulations.

Additionally the supplier provides all legally mandated benefits.

Overtime hours are compensated with at least the minimum rate required by laws and regulations.

Wage deductions as a disciplinary measure are not permitted.

The employees regularly receive payslips including the basis on which they are paid.

7. Working hours

A transparent and reliable system for records of working hours is in place.

Hours of work for individual employees do not exceed the legal maximum time.

Employees are not working more than 48 hours per week excluding overtime or more than 60 hours per week including overtime, except in emergency or unusual situations.

Employees are regularly allowed to have at least one day off per seven-day week, except in emergency or unusual situations.

8. Freedom of association

The supplier does respect the right of employees to associate freely which includes for examples to participate in associations or to form and join workers' organisation.

Additionally, the employees are free to participate in collective bargaining.

The employees have the opportunity to communicate openly with the management regarding working conditions without fear of restrictions.

9. Accommodations

Accommodations provided by the supplier are in a safe and clean condition.

The accommodations are appropriately ventilated and heated.

Reasonable personal space, an appropriate amount of emergency exits and hot water for bathing and showering is provided.

The freedom of movement of the employees must not be restricted.

10. Environmental protection

The supplier agrees to comply with all provisions relating to environmental protection, wherever possible exceeding the legal minimum requirements.

The supplier endeavours to improve the environmental protection continuously.

Waste, sewage and emissions have to be documented and quantitatively recorded. If these have hazardous properties they have to be monitored and documented precisely concerning type, quantity and destination.

To ensure safe handling, movement, storage and disposal of environmentally hazardous substances the supplier has to comply with applicable labelling laws and regulations concerning recycling and disposal.

The supplier does comply with laws and regulations regarding the prohibition or restriction of specific substances.

Even with respect to the organising of the production facility, the means of production, the development of products and the selection of raw materials, and production processes, the supplier considers and implements, wherever possible, the above-mentioned goals for environmental protection in accordance with the current state of technology.

11. Business ethics

The supplier agrees to an ethical conduct when dealing with customers, suppliers, competitors and authorities.

Documents must not be manipulated.

The supplier ensures fair business standards regarding advertising, sales and competition

Any form of extortion, embezzlement, active or passive bribery or corruption as defined in national and international regulations are prohibited. This also applies with regard to government representatives, political organizations, non-governmental organizations and their employees to whom the Supplier will neither directly nor indirectly offer or grant illegal payments, gifts or other asset benefits in order to influence their decision-making or to obtain unfair preferential treatment for itself or a third party through these.

The transfer of technology and know-how is to be done in a manner that protects intellectual property rights.

The supplier ensures the protection of customer information.

12. Communication

The supplier communicates the content of this statement of commitment to the employees and the business partners to the required and most reasonable extent.

The supplier provides trainings regarding the requirements and implementation of this statement of commitment for the employees and managers who are involved in the implementation of this statement of commitment.

Ideally, the supplier maintains an own business policy documented in writing, which includes the content of this statement of commitment.

The supplier ensures that the employees are acquainted with this statement of commitment and that they understand the content of this statement of commitment. The supplier obtains feedback on practices and conditions covered by this statement of commitment to facilitate continuous improvement.

13. Commitment

The supplier is committed to comply with this statement of commitment and to ensure that the same standards are ensured by its sub suppliers.

The supplier is committed to allow representatives of the Hettich-Group or a third-party representative to verify compliance to the preceding accepted obligation and to enable access in all documents required.

If deviations of the confirmed content of the statement of commitment occur during operation, Hettich has to be informed immediately.

The content of this statement of commitment will become a part of all existing and future agreements between the supplier and any companies of the Hettich Group. The compliance with this covenant will represent a primary duty for the purpose of the agreements and the supplier's breach of covenant will allow the respective Hettich company to terminate such agreements for cause and without notice.

Code of conduct for suppliers

Document-No.: HF 10093.04.EN

Valid for: Hettich worldwide



The supplier hereby acknowledges and confirms that it has read and understood the aforementioned statement of commitment and has agreed to its content.

_____, _____, Name and stamp of the supplier:
(Place) (Date)

(Signature of the required number of authorised representatives)

Name of the signatory:
