

## Haberkorn Code of Conduct for Suppliers

Dear Supplier,

The Haberkorn Code of Conduct for Suppliers is an integral part of our sustainability strategy which centres on employee relationships based on mutual respect, the conscious selection of products and services for our portfolio, and processes that conserve resources.

By consistently orienting ourselves towards these three cornerstones in all our activities, we – together with our suppliers – create added value for society and the living environment as well as for our own organisation.

We see systematic implementation and consistent adherence to the Code of Conduct as a path towards further development which we would like to take jointly with our suppliers.

Our Code of Conduct is based on the UN human rights conventions, the conventions of the International Labour Organisation (ILO) and the principles of the UN Global Compact. It defines the requirements which we expect our suppliers.

**We assume that as our supplier you already fulfil these requirements and would ask an authorised representative of your company to sign below to confirm your compliance with the Haberkorn Code of Conduct.**

Thank you for your cooperation.

With best regards

Mag. Gerald Fitz  
Chairman of the Board  
Haberkorn Holding AG

I hereby confirm that we comply with the Haberkorn Code of Conduct for Suppliers as an integral part of our business relations Haberkorn.

\_\_\_\_\_  
Place

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name

\_\_\_\_\_  
Function

\_\_\_\_\_  
Signature

**Enclosure:** Haberkorn Code of Conduct for Suppliers

## HABERKORN CODE OF CONDUCT FOR SUPPLIERS

### **1. Laws, conventions, industry standards are complied with**

Our suppliers agree to comply with all applicable national laws and regulations as well as conventions and industry standards relating to business integrity, human rights, labour standards, environmental protection, work safety and health protection. The rules which constitute the most stringent requirements are to be applied in each case.

### **2. No child labour is employed**

Our suppliers agree to abide by the UN rules on the rights of children. In particular, they agree to adhere to the minimum age for employment and to prohibit exploitative child labour and/or to undertake measures to prevent it without delay.

### **3. There is no use of forced labour**

Nobody is employed against his/her will or forced to work. The use of forced, bonded or involuntary prison labour as well as any other physical or psychological compulsion to work is prohibited.

### **4. Inhumane treatment is prohibited**

All forms of physical abuse or discipline, deprivation of personal freedom, physical or psychological punishment, threat of violence, sexual and other forms of harassment and verbal abuse as well as other forms of intimidation are prohibited.

### **5. No discrimination is practised**

Our suppliers recognise and respect the right of every individual to equal opportunity in all aspects of employment such as recruitment, compensation, access to education and training, promotion, termination of employment or retirement irrespective of his/her ethnic and social origin, nationality, religion, age, marital status, gender, sexual orientation, disability, political affiliation or trade union membership.

### **6. Freedom of association and the right to collective bargaining are respected**

Our suppliers recognise and respect the right of their employees to assemble, to set up a trade union of their choice and to engage in collective bargaining. Members of employee organisations or trade unions are neither disadvantaged nor given preferential treatment and have the right to exercise their function of representation in the workplace. In countries where the right of association and the right to collective bargaining are restricted by statutory provisions, the employer adopts an open stance to the development of equivalent means of facilitating free association and negotiation.

### **7. Working conditions are safe and hygienic**

Our suppliers agree to take all necessary steps within the framework of national regulations and industry standards to provide their employees with safe, healthy and hygienic working conditions (and – where appropriate – safe housing conditions). The appropriate preventive measures must be taken to prevent work-related accidents or work-related damage to health. Such measures include regular health and safety training for employees. Responsibility for work safety and health protection should reside with a representative of management.

### **8. Working hours are not excessive**

Our suppliers agree to ensure that working hours comply with the applicable national laws or industry standards, whichever affords greater protection. All overtime is to be performed on a voluntary basis, must not be excessive and is to be duly compensated.

**9. A minimum wage must be paid**

Our suppliers must ensure that the defined national minimum wage is paid and that the wages, social security contributions, overtime and other wage supplements paid are not less than the applicable legal or collective agreement requirements, whichever is the higher. All wages should in any event be sufficient to cover basic needs and to provide some additional disposable income. The method of paying wages must comply with the usual local practice. Unjustified wage deductions or deductions as disciplinary measures are not permitted.

**10. Natural resources are used responsibly**

Our suppliers must ensure that all applicable laws and regulations aimed at protecting the environment are complied with. Furthermore, we expect our suppliers to systematically adopt effective and preventive measures to reduce environmental impact. In particular, we understand this to mean the reduction of CO2 emissions and the conservation and efficient use of natural resources. It also includes initiatives to promote a sense of responsibility for the environment on the part of customers, suppliers and employees.

**11. The integrity of the company is guaranteed**

Our suppliers agree to proactively combat all forms of corruption, including extortion and bribery.

**12. Structures exist for implementing these requirements**

Our suppliers agree to develop guidelines in respect of the requirements stated above and to establish effective processes to ensure the fulfilment of all the requirements contained in this Code of Conduct.

**Compliance with this Code of Conduct can be the subject of an audit performed by us or by third parties instructed to act on our behalf.**