

## **Ethical and social benchmarks – code of conduct for suppliers and service provider of Heinrich Kühlmann GmbH & Co. KG**

Partnership is one of our main principles. This includes cooperation with customers, employees and our suppliers. Only this guarantees a mutual and long-term benefit for all participants.

According to that, we oblige ourselves to create a safe and healthy workplace. This is achieved by following legal provisions and respectful contacts and relations to others. In accordance with that we expect those behaviors from our employees and suppliers, as well. Heinrich Kühlmann GmbH & Co. KG developed a social standard including principles of national work organization (ILO), Business Social Compliance Initiative (BSCI), international standard SA 8000 as well as ISO 26000. By taking this "Code of Conduct" as a fundament of business relations to our partners we pursue the aim to improve social minimum standards.



### **1. Human dignity**

The dignity of man is inviolable and must be respected and protected as an elementary prerequisite for human coexistence.



### **2. Adherence to laws**

All applicable laws and regulations, minimum industry standards, conventions of the ILO and UN and all other relevant legal provisions must be adhered to. In each case, the provisions which impose the most stringent requirements shall apply. Bribery, corruption, but also other forms of corruption are prohibited.



### **3. Freedom of assembly and the right to collective bargaining**

The rights of employees to establish or join work organizations, as well as the rights to conduct collective action in accordance with the relevant national laws and regulations, as well as the ILO Conventions, shall not be restricted. Employees must not be discriminated against because of the exercise of these rights.



#### 4. Prohibition of discrimination

Employees must not be subjected to any discrimination with respect to recruitment, remuneration, access to training, promotion, termination of employment or retirement on the basis of their gender, age, religion, race, caste, birth, social background, disability, ethnic or national origin, nationality, membership of an employee organisation including trade unions, political membership or beliefs, sexual orientation, familial obligations or marital status (ILO 100 and 111, BSCI).



#### 5. Wages and working hours

All employment contracts must be in writing. Employees are not permitted to regularly work more than 60 hours per week incl. overtime. Working hours must not exceed legal limits under any circumstances. Every employee has the right to at least one day off after six consecutive days of work. More working days in succession are only permissible if this is permitted under national law and collective bargaining. Wages must be paid regularly and punctually and must correspond to the amount of work carried out.



Wages must be paid on a regular basis and on time and must be appropriate to the amount of work performed. Wages and additional payments for a normal working week must amount to at least the legal minimum wage/the standard industry minimum and be sufficient not just for the basic needs of employees and their families but also to provide them with discretionary income. Prior to commencing work, the employee must be informed in a clearly comprehensible form of the level of wages and the particulars of wage payments in each payment period. Wage reductions as a disciplinary measure are not permitted (BSCI).



#### 6. Prohibition of child labour

Child labour is prohibited. The minimum age for employees must correspond with local laws, but may not be lower than 15 years under any circumstances (ILO 138).



#### 7. Special protection for adolescent employees

Adolescent employees need special protection to ensure that working conditions doesn't affect their health, safety, moral, and development. Thus, national legal provisions must be observed. Appropriate risk assessments for these employees have to be done, as well as to ensure an access of training courses. According to international standard SA 8000, people with an age between 15 – 18 years, are only allowed to enter an

employment relationship if it is off the school. Work time does not be longer than eight hours. If there is school on the same day, working time plus transport time plus school time does not be longer than ten hours. Adolescent employees are not allowed to work at night.

### **8. Health and safety in the workplace**

Conditions in the workplace should be safe and not threatening to health. Best practice shall be promoted with respect to professional conduct, safety and health. Suppliers and sub-tier suppliers must adhere to the legal provisions of the country in which they are operating. Employees should not be exposed to hazardous, unsafe or unhealthy conditions that could endanger their health. The staff should be regularly trained on safety and health at the workplace. A person responsible for the health and safety of the staff responsible for compliance with safety and health standards shall be appointed from the field of management.



### **9. Prohibition of forced and compulsory labour and disciplinary measures**

The supplier may not make use of forced labour, prison labour or other involuntary labour such as work carried out on the basis of retaining a deposit, ID papers or other personal valuables belonging to an employee as a condition of commencing work. Prisoners and military service personnel may not be used. The use of corporal punishment, mental or physical coercion and verbal insults is prohibited (BSCI requirement 8). Wage payments may not be regularly delayed by more than a month. Employees with fixed-term contracts must not be forced to work against their will beyond the contractually agreed term. If temporary workers are hired via agencies, all legal or contractual fees/charges must be paid to the agency. Loans/advances from the employer to an employee may not exceed three months' wages.



### **10. Environmental and safety issues**

The company assesses environmental impacts caused by its activities and takes necessary measures to prevent or reduce environmental impacts. Procedures and standards for waste management, the handling and disposal of chemicals and other hazardous substances, emissions and waste water treatment must meet or exceed minimum legal requirements.





### **11. Management systems**

The supplier shall establish a social responsibility policy and implement it. The supplier shall also introduce an anti-bribery and anti-corruption policy to be followed across all areas of business. The company managers are responsible for the proper implementation of the code of conduct and the continuous improvement of this implementation. We reserve the right to carry out unannounced inspections at any time. These inspections may also be carried out by independent third parties.



### **12. Subject fish**

In addition to the aforementioned ILO and BSCI requirements, the "ILO ILO Convention on the Law of the Sea" (ILO) and the "Convention on Work in the Fisheries Sector" (Convention 188) and the "Recommendation on Work in the Fisheries Sector" (Recommendation 199) of the ILO.

**If the code of conduct is not adhered to, this will result in the termination of the corresponding business relation.**

### **Declaration of consent**

We hereby confirm that we as a supplier and our sub-tier suppliers shall act in accordance with the code of conduct ("Ethical and social benchmarks – code of conduct for suppliers of Heinrich Kühlmann GmbH & Co. KG") that you have provided. We shall adhere to the ethical and social benchmarks that you have stipulated.

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*Date/company/name*