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## **CODE OF CONDUCT for Suppliers swissplast Group**

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## Preface

swissplast is committed to ethical, lawful and socially responsible corporate governance in the conduct of its business. We expect this behaviour from all suppliers, manufacturers, contractors and service providers with whom we have business relationships.

## 1 General Regulation

### 1.1 Validity

This Code of Conduct applies to all current and potential suppliers. Swissplast suppliers include suppliers, manufacturers, contractors and subcontractors who provide goods, services or personnel to the swissplast Group.

### 1.2 Laws, Standards and ethical behaviour

swissplast suppliers comply with the applicable laws and standards of the respective countries in which they operate. They are guided by universally accepted ethical values and principles, including the International Labour Convention (the ILO) and the United Nations Universal Declaration of Human Rights and all other relevant legal provisions.

### 1.3 Fair trade practices

The supplier shall practice in accordance with generally accepted business practices of fairness and honesty and shall comply with applicable antitrust laws

### 1.4 Trade secrets

Business secrets shall be treated confidentially by the supplier, its relatives and employees. Disclosure of confidential information to third parties or making it publicly available is prohibited.

## 2 Antitrust and competition law guidelines

### 2.1 Antitrust law

The supplier undertakes to compete fairly. Laws protecting competition, anti-trust law and other laws regulating competition, shall be observed. Inadmissible agreements on prices or other

conditions, sales territories or customers as well as misuse of market power contradicts the principles of the company.

### 2.2 Bribery, bribability and corruption

The supplier rejects bribery and corruption and does not tolerate such behaviour. He ensures that his employees and subcontractors do not offer, promise or grant any advantages to swissplast employees which are intended to achieve preferential treatment in business dealings. Gifts and invitations to swissplast employees are only granted if they are of insignificant financial value and in accordance with customary practice.

## 3 Global guidelines

### 3.1 Human Rights

Even when disciplinary measures are taken, all company employees must be treated with dignity and respect. Such measures may only be taken in accordance with applicable national and international standards and internationally recognized human rights.<sup>1</sup> We expect our suppliers to follow them as well.

### 3.2 Child Labour

Child labour and any kind of exploitation of children and adolescents are rejected. The relevant laws are observed.

### 3.3 Forced labour

Any kind of forced labour, bonded labour, slave labour or slavery or similar situations are rejected. Company members should not be forced to work, either directly or indirectly, violence or intimidation.<sup>2</sup>

<sup>1</sup> General Declaration of Human Rights – UN-Doc. 217,

<sup>2</sup> See. ILO Conventions 29 and 105

### **3.4 Wages**

All full-time employees shall be paid a reasonable wage that covers at least their basic needs. Wages must be paid in an expedient manner (cash, check, wire transfer) and payroll must be provided in an appropriate amount.<sup>3</sup> The right of workers to freedom of association, freedom of assembly and the right to collective bargaining, to the extent permitted and possible by law in the respective country, must be respected.<sup>44</sup>

### **3.5 Working hours**

Working hours correspond to applicable national laws, industry standards or relevant ILO conventions. Extra work must be performed on a voluntary basis.<sup>5,5</sup>

### **3.6 Health and employment protection**

National and international regulations for ensuring health and safety in the workplace shall be complied with. Appropriate systems shall be put in place to avoid risks to health and safety.<sup>66</sup>

### **3.7 Environmental protection**

The Supplier adheres to the goals of sustainable environmental protection. In this context, environmentally friendly production methods are aimed for. In accordance with the principles of the United Nations Rio Declaration on Environment and Development<sup>77</sup>, the Supplier handles natural resources responsibly.

## **4 Ethical and social principles**

### **4.1 Discrimination**

The supplier opposes discrimination in employment and occupation, particularly discrimination based on race, ethnic or national origin, colour, sex or mental and physical disability, age, creed, union membership or other personal characteristics.<sup>88</sup>

### **4.2 Molestation**

The Supplier disapproves of physical, psychological or sexual violence.

### **4.3 Freedom of opinion**

The right to freedom of opinion and free expression of opinion is guaranteed.

### **4.4 Privacy**

Privacy is respected.

## **5 Observance of the code of conduct**

### **5.1 Implementation**

Suppliers are responsible for ensuring that the requirements of this Code are communicated to and understood by their employees working on or supporting swissplast projects, work orders, contracts and purchase orders. Suppliers will be held accountable for the conduct and actions of their employees.

### **5.2 Potential incident reporting**

The implementation of this guideline is the joint responsibility of the supplier and swissplast. Knowledge of processes that are incompatible with our Code of Conduct must be reported immediately. Employees of swissplast suppliers who learn of a violation of the guidelines are obliged to inform swissplast or their management directly. swissplast reserves the right to terminate the business relationship with an existing supplier or to disqualify potential suppliers.

### **5.3 Updating of the Code**

swissplast will review this Code regularly and make changes where necessary. The latest version can always be found on our homepage <https://www.swissplast.com/ueber-swissplast/downloads>

<sup>3</sup> See ILO Convention 87 of 1948 and 98 of 1949

<sup>4</sup> See ILO Conventions 1 and 14

<sup>5</sup> See ILO Convention 155

<sup>6</sup> See ILO Conventions 155.

<sup>7</sup> Principles of the United Nations Rio Declaration on Environment and Development adopted by the United Nations Conference on Environment and Development (UNCED), Rio de Janeiro 1992.

<sup>8</sup> See ILO Conventions 100, 111, 158 and 159

## Acknowledgement of Receipt Code of Conduct for Suppliers

I, on behalf of \_\_\_\_\_ hereby confirm and acknowledge  
(Supplier)

to follow the guidelines and principles of the swissplast Supplier Code of Conduct and ensure,

that the management, employees, agents and representatives of \_\_\_\_\_  
(Supplier)

are aware of these guidelines and principles and comply with them, when preparing and submitting offers

for swissplast, for the procurement of goods and services for swissplast, and during the execution

of all agreements concluded with swissplast.

**Signature:** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Datum:** \_\_\_\_\_