

## CODE OF CONDUCT IN KOLEKTOR COMPANIES

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|-------------|---------------------------------|-------------------------|
| 1           | Legal company representatives   | All companies           |

## CODE OF CONDUCT IN KOLEKTOR COMPANIES

### 1. INTRODUCTION

#### 1.1. PURPOSE

Code of conduct in Kolektor companies (hereinafter referred to as: the Code) defines the values, ethical principles, standards of behavior and expected conduct of employees in specific situations. The purpose of the Code is to define comprehensible value standards and to draw a clear line between good and bad conduct; therefore, the directions from this Code should present a guidance for the employees to constantly contribute to the development of business culture and excellence in Kolektor companies.

#### 1.2. VISION AND MISSION

Business operation of Kolektor companies is ethical, legal, socially responsible and sustainable. Their long-term development is based on the business vision of active policy of globalization and focused diversification based on organic growth and acquisitions.

Kolektor companies are development- and market-oriented companies characterized by innovation, financial stability, and successful operations. Their solutions to the technological challenges of the future and their quest for new business opportunities satisfy the expectations of their owners, business partners, and employees, as well as the environment.

### 2. OPERATIONAL COMPLIANCE WITH INTERNATIONAL AND NATIONAL LEGISLATION AND ETHICAL OPERATIONAL COMPLIANCE

Regulations of Kolektor companies and their operation are compliant with international and national legislation, other valid regulations and recommendations of international and national organizations. Kolektor companies respect the international labor law (regarding working time, salary, occupational health, free trade union work, protection of special categories of workers - younger, older, disabled, parents, employees' representatives, etc.), environmental protection, prevention of corruption, and other areas in the scope as implemented in the national system by the Republic of Slovenia.

In providing products and services to their customers and meeting the requirements of other interested parties, Kolektor companies operate in accordance with the legislation and regulations applying to the activities of each company, they develop and maintain appropriate social and working conditions, do not employ or exploit child labor, they are against any kind of corruption or bribery, and they protect natural environment.

In addition to the operational compliance, as described above, business operation of the Kolektor companies is in accordance also with the established business practice and ethical principles.

### 3. TRANSPARENCY

Information flow is transparent, clear and comprehensible internally in the companies as well as externally.

Management bodies include the corporate identity report in the general or sustainable annual reports. Business operation of Kolektor companies is transparent and fair. Kolektor companies avoid or reject any corruptive behavior, including blackmail and bribery, and make sure that the Kolektor integrity is maintained.

### 4. IMPARTIALITY

The employees avoid any form of discrimination based on age, race, ethnic origin, nationality, language, religion, political and labor union belief, gender, sexual orientation and health.

### 5. CONFIDENTIALITY

The employees respect the principle of confidentiality when it comes to the handling of information and data related

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to Kolektor companies. Confidential information and data are used exclusively for performing the working tasks; it must be ensured that the employees do not use confidential information for their own benefit or a benefit of third parties and that they do not disclose them to the public or unauthorized third persons.

Disclosure of confidential information with adverse effects can start already with the leakage of bits of information. Bits of disclosed information with bits of information from other sources can give a fairly complete picture together.

Confidential information of Kolektor companies are considered the information in materialized and non-materialized form as well as other information owned by Kolektor, which would clearly result in a considerable damage if disclosed to an unauthorized person.

## 6. VALUES AND ETHICAL PRINCIPLES IN KOLEKTOR COMPANIES

Success of Kolektor companies is the result of the work of the employees distinguished for the following values that they foster: responsibility, fairness, passion for success, customer proximity, inventiveness and team spirit.

In everyday situations, the employees act in accordance with these values that help them in reaching the set goals. By reaching the goals of the employees also Kolektor reaches its goals.

### 6.1. RESPONSIBILITY

- We are responsible to ourselves, our relatives, co-workers, owners, business partners, society and environment.
- By fulfilling mutual agreements and by taking responsible attitude towards work, we pursue goals set by owners, employees, customers and environment. With our solutions, products and services we are committed to the principles of sustainable development.

#### 6.1.1. Responsibility to ourselves and our relatives

- We take care about holistic growth and development, health and inner well-being of the employees. By taking care of ourselves, we take care of others.
- We take security measures consistently - with responsible conduct and behavior, we reduce the risk of injuries or health damage.

The efficiency and quality of the work depend on a safe, protected and health-friendly working environment. Ensuring the safety of employees enables continuous identification and assessment of risks based on which the safety measures are introduced and improved.

With preventive measures, Kolektor reduces the hazards and loads related to work and the occurrence of occupational diseases, and it improves the safety culture of the employees and their effectiveness.

Kolektor provides the environment that enables holistic growth and development, health and inner well-being of the employees. It ensures safe and healthy working environment to prevent occupational accidents and injuries and it operates in accordance with OHSAS 18001 or some other equivalent system.

Safe working environment without risk to safety and health is the basic right of each person involved in the business process of Kolektor, therefore, the company management:

- provides for the working conditions reducing the possibility of occupational injuries and damages to health;
- meets the legislative and other requirements in the field of occupational safety and health related to identified risks;
- carries out the projects of health promotion as a tool for prevention and awareness raising;
- collaborates with the employees aiming at continuous improvement of the working conditions and prevention of accidents and health deterioration at the workplace;
- regularly informs all persons in the business process about the policy of occupational safety and health;
- provides for continuous improvement via risk minimization programs;

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- collaborates with professional and medical workers in ensuring safe working conditions;
- takes actions to ensure fire protection, first aid and evacuation;
- informs and trains the employees;
- provides appropriate facilities and equipment;
- carries out periodic checks of working environment;
- ensures medical examinations for the employees.

At the implementation of business processes, Kolektor companies pursue the following directions:

- to ensure safe working environment without too much risk to safety and health of the persons involved in the business process under consideration of permanent and temporary health restrictions of the employees;
- to ensure ergonomic working facilities and equipment and to make sure they are used properly;
- to carry out the regulated periodic inspections of working tools and equipment;
- to provide appropriate working instructions and monitor if they are properly followed;
- to ensure appropriate level of competence, information and awareness of all persons involved in the business process;
- to ensure appropriate protection to all persons involved in the business process;

The employees are personally responsible:

- to constantly follow the instructions for safe work;
- to constantly use the specified personal protective equipment;
- to act in accordance with recognized good working practices with the intention to protect oneself, the co-workers and others involved in the business process;
- to inform the managers about all changes in the working environment that could endanger safety and health of the persons involved in the business process.

Responsibility for employees is approved by the Family friendly enterprise certificate. The key to business success are qualified, motivated and effective employees working in an organized and creative environment. Knowing that motivators have a great impact on performance and productivity, the Kolektor companies take care of:

- development of employees with continuous training and education;
- giving the employees the chance to change their area of work within Kolektor companies;
- material and immaterial rewarding and encouraging inventiveness;
- employees' health by investing into improvement of working environment;
- promotion of a healthy life style;
- organization of sports, cultural and social events for the employees, scholarship-holders and pensioners;
- employees' families by inviting their members to the events.

### 6.1.2. Responsibility to co-workers

- We collaborate with our co-workers and we strive for their well-being.
- We are aware that there is no effectiveness without humanity, and no humanity without effectiveness.
- We offer help when required and we are aware that our actions are reflected in the corporate image.
- When making decisions, we respect every single individual.

### 6.1.3. Responsibility to owners

- We are responsible to the owners of the capital, regardless of the type of property. We aim at the reconciliation of the owners' interests and the interests of the employees and other partners.

### 6.1.4. Responsibility to business partners

- We create business partnerships, which are based on mutual trust and respectful attitude.

For Kolektor companies, it is of primary consideration to understand the business environment and to be capable to

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respond to the changes taking place in it. Meeting the requirements of customers and other interested parties, risk and opportunity management, and rapid and effective action in case of deviations from the requirements are important elements of managing Kolektor companies. All employees are a part of the quality management system and each employee performs a job, directly or indirectly linked to the fulfillment of the needs and expectations of the customers and other interested parties. Therefore, each individual contributes to the fulfillment of these requirements and thus to a successful operation of the companies.

The companies fulfill the requirements and expectations of customers and other interested parties through the established quality management system under the responsibility of the management of each individual company, The first and the most important objective of the quality management system is the fulfillment of customer needs and expectations. Business performance and the existence or further development depends on how successful the companies are in this.

The companies achieve these objectives by:

- linking the organization's objectives to customer needs and expectations;
- ensuring the resources required to achieve these objectives;
- establishing the system with clear responsibilities and authorities for achieving the objectives;
- communicating the strategy, policy and objectives;
- following the process approach of Kolektor;
- ensuring competent, responsible and motivated employees;
- using teamwork and project approach for planning and developing the processes, products and services that meet customer needs and requirements;
- encouraging all employees in achieving the objectives and commitment to quality;
- maintaining and improving knowledge;
- measuring and monitoring the achievement of defined objectives, monitoring the customer satisfaction, and encouraging improvement at all levels;
- establishing correct relationship with suppliers, local community and other interested parties;
- trying to create and sustain shared values and ethical behavior at all levels.

### 6.1.5. Responsibility to society and environment

- Environmental protection and the responsibility to society is a part of our everyday life at all levels and in all fields of operation.
- They constitute an important part of social responsibility and partnership relations with local public and public at large.

Kolektor depends on the community, in which it operates, and the community depends on Kolektor as well. This mutual relationship is based on fairness, transparency, understanding, trust and mutual assistance.

Kolektor identifies opportunities in all activities where it can contribute to the development of social and economic environment with its knowledge, financial and other resources. It puts them into practice by supporting sports, cultural, humanitarian and environmental projects.

Kolektor financially supports the basic care for health and quality of life by participating in the promotions for a healthy life, by investing into local infrastructure and by helping the companies and individuals in humanitarian crisis.

Kolektor is bound to strictly fulfill all legislative requirements, environmental regulations and standards, and to continuously improve the environmental management system. When reducing the environmental impacts, the best available techniques and good practices and for the environment and users less harmful substances are introduced in the processes at all business locations of Kolektor companies. The companies have introduced the environmental management system in accordance with ISO 14001 or some other equivalent system.

Knowing that the operation of Kolektor companies, their products and services represent a burden to the environment, these companies take full responsibility for the environmental impacts caused. Motivated by the desire to reduce them, all Kolektor companies consistently pursue the environmental objectives defined below:

- to reduce the consumption of energy (with regard to the amount of products, sales or other reasonable unit);

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- to reduce the consumption of drinking water (with regard to the amount of products, sales or other reasonable unit);
- to reduce the amount of industrial waste (with regard to the amount of incoming materials or other reasonable unit);
- to reduce the amount of municipal waste (with regard to the number of employees);
- to increase the proportion of re-used materials provided this is feasible and acceptable in terms of quality and financial capabilities;
- to develop products and services with the lowest possible impact on the environment during and after their use;
- to constantly train and inform the employees about the requirements, state and achieved targets in the field of environmental protection;
- to promote environmental awareness also among everybody who works for the Kolektor companies.

Environmental protection is important for sustainable and successful development of Kolektor, for quality life of the employees and the society as such.

Kolektor companies support endeavors of the human rights organizations to end violence in the Central Africa - in the Democratic Republic of the Congo (DCR) and its neighboring countries. For their production processes, they use recycled metals and demand from the suppliers to provide all required information, declarations and other documents proving the origin of the metals.

### 6.2. FAIRNESS

- Fair and ethical behavior towards business partners and employees is the foundation of our collaboration.
- Gifts as a sign of benevolence and hospitality received by the employees do not have any influence on their business decisions. Gifts as a sign of benevolence and hospitality are received by the employees exclusively to establish and maintain a good business relationship. The employees know that uncritical acceptance of gifts damages personal reputation as well as the integrity and reputation of Kolektor.
- The employees do not offer, promise or give any form of gifts, even small, in order to exert influence upon those persons whose actions may influence the economy, efficiency and speed of company operation.

Kolektor is bound to fair competition in accordance with the antitrust laws and other valid laws.

Kolektor submits complete, timely, updated, accurate and fair information about all aspects of its operation, which are not considered business secret. It enables its current and potential owners and investors to get familiar with the business operation.

Kolektor companies have an anti-corruption clause included in the agreements with contractual partners and their subcontractors based on the nature and the value of the contractual relationship.

### 6.3. PASSION FOR SUCCESS

- We achieve our goals with persistence and fighting spirit and we know how to stand for our requirements and we are able to justify them.
- We respect the interests of an individual while striving for success.
- As long-term reaching of set goals requires proactive approach and operational excellence, we pursue and realize our business goals with persistence, enthusiasm and courage.

### 6.4. CUSTOMER PROXIMITY

- Our operation is focused on the satisfaction of customers and other business partners.
- We believe that only effective partner relationships lead to satisfied customers, therefore we are focused on recognition of customer's requirements and providing of appropriate solutions. This is our basis for building

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interdependent and long-term partnerships and encouraging relationships with business partners and our employees.

Focusing on customers is one of the key components of the Kolektor philosophy, vision and strategy. Such an approach to business operation enables successful confronting with global competition and is highly connected with the quality of products, services, processes, knowledge and work. Meeting or even surpassing the requirements and expectations of (ever more demanding) customers, process and system approach, continuous improvement and following the principles of quality management lead to a long-term business success.

Manageable, measurable and effective quality system is of great help in the field of quality management activities. It is defined by the manual, internal procedures, instructions and other documents describing the operating practices. The basic guideline of Kolektor companies is to fulfill and exceed customer expectations through the continuous improvement of products and services.

The basic standard of the management system at the corporate level is the ISO 9001 standard, which is also the basis for all other standards used to upgrade the management system. The following systems are certified:

- Quality Management System in accordance with ISO 9001 standard,
- Environmental Management System in accordance with ISO 14001 standard,
- Occupational Health and Safety Management System in accordance with technical specification OHSAS 18001,
- Energy Management System ISO 50001
- Quality Management System in accordance with automotive industry IATF 16949.

Quality certificates, prizes and awards of business partners prove that the products of Kolektor companies are of high quality and the processes are reliable. All production companies of Kolektor have established and maintain a quality management system in accordance with the international standard ISO 9001, while the companies focused on the automotive market have upgraded it with the requirements of IATF 16949.

### 6.5. CONTINUOUS IMPROVEMENT

- We have ideas and we know how to implement them to contribute to personal success as well as success of Kolektor.
- We share our ideas in order to enable their best possible implementation.
- Our creativity-friendly environment is a stimulus for our employees to develop innovative ideas that are realized and further targeted at key segments of operation of our own organization and at the upgrade of solutions for our customers. We also actively introduce the most advanced solutions into our branch of business.

### 6.6. TEAM SPIRIT

- We encourage collaboration, flow of information and knowledge sharing among co-workers. We create positive environment for undisturbed operation of our company and thus provide for success of our partners. Together we are stronger.
- Together we overcome obstacles and we are aware of the importance of team work.
- We know that our potentials are best exploit in a team.
- In addition to our collaboration in the business field, we are active also in sports, cultural and other fields of social life.

## 7. BASIC COMMUNICATION RULES

The employees of Kolektor companies respect the following basic communication rules in their work: respect and appreciation for conversation partners, active listening, handling and resolving conflicts, issue- and

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solution-oriented discussion.

### 7.1. RESPECT AND APPRECIATION FOR CONVERSATION PARTNERS

- An assertive approach allows open two-way communication and authentic relationships alongside mutual trust and respect.
- We express our views in a calm, persuasive, and firm manner, and express our differences of opinion respectfully when we disagree with something.
- We use the “win-win” principle to find a way to fulfill our conversation partners’ needs and desires to the greatest extent possible.

### 7.2. ACTIVE LISTENING

- We listen to our conversation partners with empathy and try to understand their point of view, identify with it, and see things from their perspective.
- We use open questions and summarize what has been said in order to check whether we’ve understood our conversation partner correctly.
- In addition to listening to words, we also try to “hear” and understand our partner’s feelings.
- We present our opinions after carefully listening to our conversation partner.

### 7.3. HANDLING AND RESOLVING CONFLICTS

- We listen attentively to conversation partners so they can express their views.
- We ask questions to determine the cause of the difference of opinion.
- We look for an answer in line with team spirit.
- We stick to the problem, to what’s known, and take action.
- The focus is on solving the problem, not on our conversation partner’s personality.

### 7.4. ISSUE- AND SOLUTION-ORIENTED DISCUSSION

- We use a positive attitude to focus on finding good solutions. We take responsibility for our own words, actions, and consequences.
- We identify the problem.
- We define the goals of the discussion.
- We think about possible ways of solving the problem.
- We assess alternatives.
- We select the best solutions.

## 8. SOCIAL DIALOG

Social dialog is a form of collaboration and communication between social partners, which is primarily aimed to improve the level of information of the employees and to inform about the basic company management issues. The code represents the basis for the implementation of social dialog.

## 9. IMPLEMENTATION OF THE CODE

All employees of Kolektor companies must respect and implement the principles and rules set out in this Code.

Heads of departments within Kolektor companies respond to the management body responsible for the implementation of this Code. The management body responds to the supervisory body in each company regarding the adherence to the Code.

Dilemmas in the implementation of this Code are solved through open communication between the employees and the managers at all levels.



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The Code will be reviewed biennially.

### **10. VALIDITY**

This Code applies to all Kolektor companies.

The Code enters into force as of the date of its publication.

The Code is published on the internal Kolektor websites.

# ZVEI-Code of Conduct

## zur gesellschaftlichen Verantwortung

### Präambel

Der ZVEI - Zentralverband Elektrotechnik- und Elektronikindustrie e. V. und seine Mitgliedsunternehmen bekennen sich zu ihrer gesellschaftlichen Verantwortung im Rahmen der unternehmerischen Tätigkeit weltweit (international meist als ‚CSR‘<sup>1</sup> bezeichnet). Dieser ‚ZVEI-Code of Conduct zur gesellschaftlichen Verantwortung‘ (nachfolgend ‚CoC‘ genannt) hält als Branchenleitfaden fest, was dies insbesondere hinsichtlich Arbeitsbedingungen, Sozial- und Umweltverträglichkeit sowie Transparenz, vertrauensvolle Zusammenarbeit und Dialog bedeutet. Die Inhalte dieses CoC, die vom ZVEI zusammen mit Mitgliedsunternehmen entwickelt und abgestimmt wurden, sind Ausdruck der gemeinschaftlichen Wertebasis des ZVEI, wie sie in der Vision und Mission des ZVEI definiert und insbesondere im Bekenntnis zur Sozialen Marktwirtschaft festgehalten sind.

Die Anwendung dieses CoC wird den Mitgliedsunternehmen vom ZVEI empfohlen. Er ist als Selbstverpflichtung konzipiert, die von den Mitgliedsunternehmen unterzeichnet werden kann. Mit der Bereitstellung dieses CoC unterstützt der ZVEI sie dabei, auf die unter-

schiedlichen Rahmenbedingungen in einem globalen Markt zu reagieren und sich den Herausforderungen und gesellschaftlichen Erwartungen zu stellen, die aus der zunehmend vernetzten Zusammenarbeit in den Wertschöpfungsketten folgen.

### **1. Grundverständnis über gesellschaftlich verantwortliche Unternehmensführung**

Diesem CoC liegt ein gemeinsames Grundverständnis gesellschaftlich verantwortlicher Unternehmensführung zugrunde. Dies bedeutet für das unterzeichnende Unternehmen, dass es Verantwortung übernimmt, indem es die Folgen seiner unternehmerischen Entscheidungen und Handlungen in ökonomischer, technologischer wie auch in sozialer und ökologischer Hinsicht bedenkt und einen angemessenen Interessenausgleich herbeiführt. Das unterzeichnende Unternehmen trägt im Rahmen seiner jeweiligen Möglichkeiten und Handlungsräume freiwillig zum Wohle und zur nachhaltigen Entwicklung der globalen Gesellschaft an den Standorten bei,

<sup>1</sup> CSR = Corporate Social Responsibility

an denen es tätig ist. Es orientiert sich dabei an allgemeingültigen ethischen Werten und Prinzipien, insbesondere an Integrität und Rechtschaffenheit und am Respekt vor der Menschenwürde.

## 2. Geltungsbereich

2.1 Dieser CoC gilt für alle Niederlassungen und Geschäftseinheiten des unterzeichnenden Unternehmens weltweit.

2.2 Das unterzeichnende Unternehmen verpflichtet sich, die Einhaltung der Inhalte dieses CoC auch bei seinen Lieferanten und in der weiteren Wertschöpfungskette im Rahmen seiner jeweiligen Möglichkeiten und Handlungsräume zu fördern.

## 3. Eckpunkte gesellschaftlich verantwortlicher Unternehmensführung

Das unterzeichnende Unternehmen wirkt aktiv darauf hin, dass die im Folgenden genannten Werte und Grundsätze nachhaltig beachtet und eingehalten werden.

### 3.1 Einhaltung der Gesetze

Das unterzeichnende Unternehmen hält die geltenden Gesetze und sonstigen Rechtsvorschriften der Länder ein, in denen es tätig ist. Bei Ländern mit schwachem institutionellem Rahmen prüft es sorgfältig, welche gute Unternehmenspraxis aus dem eigenen Heimatland für verantwortungsvolle Unternehmensführung unterstützend angewandt werden sollte.

### 3.2 Integrität und Organizational Governance

3.2.1 Das unterzeichnende Unternehmen orientiert sein Handeln an allgemeingültigen ethischen Werten und Prinzipien, insbesondere an Integrität, Rechtschaffenheit, Respekt vor der Menschenwürde, Offenheit und Nichtdiskriminierung von Religion, Weltanschauung, Geschlecht und Ethnie.

3.2.2 Das unterzeichnende Unternehmen lehnt Korruption und Bestechung im Sinne der entsprechenden UN-Konvention<sup>2</sup> ab. Es fördert auf geeignete Weise Transparenz, integrires Handeln und verantwortliche Führung und Kontrolle im Unternehmen.

3.2.3 Das unterzeichnende Unternehmen verfolgt saubere und anerkannte Geschäftspraktiken und einen fairen Wettbewerb. Im Wettbewerb richtet es sich an professionellem Verhalten und qualitätsgerechter Arbeit aus. Mit den Aufsichtsbehörden pflegt es einen partnerschaftlichen und vertrauensvollen Umgang. Es hält sich zudem an die Vorgaben des ‚Leitfadens für unsere Verbandsarbeit – Hinweise für ein kartellrechtskonformes Handeln im ZVEI‘.

### 3.3 Verbraucherinteressen

Soweit Verbraucherinteressen betroffen sind, hält sich das unterzeichnende Unternehmen an verbraucherschützende Vorschriften sowie an angemessene Vertriebs-, Marketing- und Informationspraktiken. Besonders schutzbedürftige Gruppen (z.B. Jugendschutz) genießen besondere Aufmerksamkeit.

### 3.4 Kommunikation

Das unterzeichnende Unternehmen kommuniziert offen und dialogorientiert über die Anforderungen dieses CoC und über dessen Umsetzung gegenüber Mitarbeitern, Kunden, Lieferanten und anderen Interessens- und Anspruchsgruppen. Alle Dokumente und Unterlagen werden pflichtgemäß erstellt, nicht unlauter verändert oder vernichtet und sachgerecht aufbewahrt. Betriebsgeheimnisse und Geschäftsinformationen der Partner werden sensibel und vertraulich behandelt.

### 3.5 Menschenrechte

Das unterzeichnende Unternehmen setzt sich für die Förderung der Menschenrechte ein. Es hält die Menschenrechte gemäß der UN-Menschenrechtscharta<sup>3</sup> ein, insbesondere die nachfolgend genannten:

<sup>2</sup> Übereinkommen der Vereinten Nationen gegen Korruption von 2003, in Kraft seit 2005

<sup>3</sup> Allgemeine Erklärung der Menschenrechte, UN-Resolution 217 A (III) von 1948

### 3.5.1 Privatsphäre

Schutz der Privatsphäre.

### 3.5.2 Gesundheit und Sicherheit

Wahrung von Gesundheit und Arbeitssicherheit, insbesondere Gewährleistung eines sicheren und gesundheitsfördernden Arbeitsumfeldes, um Unfälle und Verletzungen zu vermeiden.

### 3.5.3 Belästigung

Schutz der Mitarbeiter vor körperlicher Bestrafung und vor physischer, sexueller, psychischer oder verbaler Belästigung oder Missbrauch.

### 3.5.4 Meinungsfreiheit

Schutz und Gewährung des Rechts auf Meinungsfreiheit und freie Meinungsäußerung.

## 3.6 Arbeitsbedingungen

Das unterzeichnende Unternehmen hält die folgenden Kernarbeitsnormen der ILO<sup>4</sup> ein:

### 3.6.1 Kinderarbeit

Das Verbot von Kinderarbeit, d. h. der Beschäftigung von Personen jünger als 15 Jahre, sofern die örtlichen Rechtsvorschriften keine höheren Altersgrenzen festlegen und sofern keine Ausnahmen zulässig sind.<sup>5</sup>

### 3.6.2 Zwangsarbeit

Das Verbot von Zwangsarbeit jeglicher Art.<sup>6</sup>

### 3.6.3 Entlohnung

Die Arbeitsnormen hinsichtlich der Vergütung, insbesondere hinsichtlich des Vergütungsniveaus gemäß den geltenden Gesetzen und Bestimmungen.<sup>7</sup>

### 3.6.4 Arbeitnehmerrechte

Die Respektierung des Rechts der Arbeitnehmer auf Koalitionsfreiheit, Versammlungsfreiheit sowie auf Kollektiv- und Tarifverhandlungen, soweit dies in dem jeweiligen Land rechtlich zulässig und möglich ist.<sup>8</sup>

### 3.6.5 Diskriminierungsverbot

Diskriminierungsfreie Behandlung aller Mitarbeiterinnen und Mitarbeiter.<sup>9</sup>

## 3.7 Arbeitszeit

Das unterzeichnende Unternehmen hält die Arbeitsnormen hinsichtlich der höchst zulässigen Arbeitszeit ein.

## 3.8 Umweltschutz

Das unterzeichnende Unternehmen erfüllt die Bestimmungen und Standards zum Umweltschutz, die seine jeweiligen Betriebe betreffen, und handelt an allen Standorten umweltbewusst. Es geht ferner verantwortungsvoll mit natürlichen Ressourcen um gemäß den Grundsätzen der Rio-Deklaration.<sup>10</sup>

## 3.9 Bürgerschaftliches Engagement

Das unterzeichnende Unternehmen trägt zur gesellschaftlichen und ökonomischen Entwicklung des Landes und der Region bei, in der es tätig ist und fördert entsprechende freiwillige Aktivitäten seiner Mitarbeiterinnen und Mitarbeiter.

## 4. Umsetzung und Durchsetzung

Das unterzeichnende Unternehmen unternimmt alle geeigneten und zumutbaren Anstrengungen, die in diesem CoC beschriebenen Grundsätze und Werte kontinuierlich umzusetzen und anzuwenden. Vertragspartnern soll auf Verlangen und im Rahmen von Reziprozität über die wesentlichen Maßnahmen berichtet werden, so dass nachvollziehbar wird, wie deren Einhaltung grundsätzlich gewährleistet wird. Ein Anspruch auf die Weitergabe von Betriebs- und Geschäftsgeheimnissen, auf den Wettbewerb bezogene oder sonst schützenswerter Informationen besteht nicht.

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(Ort, Datum)

(Firma)

<sup>4</sup> ILO = International Labour Organization = Internationale Arbeitsorganisation

<sup>5</sup> ILO-Konvention Nr. 138 von 1973 und ILO-Konvention Nr. 182 von 1999

<sup>6</sup> ILO-Konvention Nr. 29 von 1930 und ILO-Konvention Nr. 105 von 1957

<sup>7</sup> ILO-Konvention Nr. 100 von 1951

<sup>8</sup> ILO-Konvention Nr. 87 von 1948 und ILO-Konvention Nr. 98 von 1949

<sup>9</sup> ILO-Konvention Nr. 111 von 1958

<sup>10</sup> Die 27 Grundsätze der „Rio Declaration on Environment and Development“ von 1992 als Ergebnis der Konferenz der Vereinten Nationen über Umwelt und Entwicklung in Rio de Janeiro