

We, as a modern company aware of our responsibility to society, see it as our duty to protect the fundamental rights of our employees and to oppose child labour and corruption. In this context, we consider it of great importance that we comply with all relevant laws and meet all justified societal expectations.

Accordingly, like many other companies, we have drawn up a code of conduct by which we and suppliers are bound. Specifically, the individual points of the code are as follows:

## **a.) Legal Compliance**

All applicable national laws and regulations as well as minimum standards and conventions must be respected.

## **b.) Freedom of Assembly and the Right to Collective Bargaining**

The right of all employees to represent their general interests and to participate in collective bargaining is recognized.

## **c.) Bans, Discrimination**

No form of discrimination based on gender, age, religion, race, social background, disability, ethnic or national origin, nationality, membership in a workers' organisation, political opinions, sexual orientation or any other personal condition that could give rise to discrimination shall be tolerated in the hiring and remuneration of employees, their access to training, promotion, termination of employment or retirement.

## **d.) Remuneration and Working Hours**

### **- Remuneration**

Remuneration for regular working hours shall be in accordance with the statutory minimum wage rates and/or industrial standards. No illegal or unauthorized wage deductions may be made as a punitive measure.

### **- Working Hours**

The applicable national laws and industrial standards pertaining to working hours shall be respected. The maximum number of working hours per week permitted by national legislation and all other labour law entitlements shall apply.

## **e.) Health and Safety in the Workplace**

Clear rules and procedures must be established with a view to ensuring health and safety in the workplace. Such rules

and procedures must be followed, especially with regard to the provision and use of personal protective equipment, to clean sanitary installations and access to drinking water. Specifically, minors must not be exposed at work to any situations that may be dangerous, unsafe or liable to damage their health.

## **f.) Ban on Child Labour**

Child labour is prohibited in accordance with the relevant provisions of the United Nations Convention on Human Rights and national legislation.

## **g.) Ban on Forced Labour and Disciplinary Measures**

No form of forced labour, obtained, for example, by forcing employees to deposit a sum of money or by withholding employees' passports/identification documents at the time of hiring, shall be tolerated. Prison labour contravening basic human rights is also prohibited, as is all use of corporal punishment, of psychological or physical coercion, or verbal abuse.

## **h.) Environmental and Security Concerns**

Procedures and standards relating to the handling of chemicals and other hazardous substances and their disposal, and also relating to emissions and to effluent alert systems must satisfy or exceed the minimum statutory requirements.

## **i.) Management Systems**

Appropriate management systems defining a policy of social responsibility and ensuring its implementation have been established. We further enforce a strict anti-bribery and anti-corruption policy.

## **j.) Data protection**

The privacy and integrity of all employees and business partners must be respected without exception. This maintains strict standards in the collection and processing of personal data of our employees and business partners. All personal data that is collected and stored by VPF GmbH & Co. KG are processed exclusively earmarked, traceable, carefully and in accordance with the applicable data protection laws according to DSGVO and BDSG.