

TEEPACK

wrap your brand in quality

CODE OF CONDUCT



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TEEPACK COMPLIANCE

TEEPACK Spezialmaschinen GmbH & Co. KG (TEEPACK) has decided to use only suppliers who strive to carry out their business activities in a very professional and ethically responsible manner. We are convinced that our business activities have an impact on human rights issues, especially with regard to people's working and living conditions. This Code of Conduct outlines key issues that TEEPACK requires a company to consider in its human resources practices and policies. It is based on the Fundamental Principles and Rights at Work and the ILO Declaration of 1998. We want to ensure that the fundamental principles of this Code of Conduct are respected by all parties involved in the supply chain.

HEALTH AND SAFETY

- The supplier must ensure a safe and healthy working environment for all its workers and employees.
- This includes fire protection, use of appropriate fire-fighting equipment and emergency evacuation plans.
- Workers must be effectively protected from hazardous working conditions (e.g. dust, noise, prolonged exposure to the sun).
- Other issues to be covered are basic first aid, access to drinking water and adequate sanitation.

ENVIRONMENT AND SUSTAINABILITY

- TEEPACK is committed to environmental protection and requires its suppliers to comply with regulatory standards.
- The national and international regulations on the conservation of biodiversity must be complied with, in particular with regard to the use of raw materials from wild collection and the protection of forest land.
- Land use must be sustainable and comply with established good practices regarding agriculture and hygiene. It must prevent soil degradation, such as soil erosion or unacceptable pesticide contamination of groundwater.
- Waste must be appropriately collected, stored and disposed of in an attempt to minimize pollution.
- Suppliers must handle chemicals carefully and in accordance with good practices. Hazardous waste must also be treated, stored and disposed of in an environmentally responsible manner.

WORKING HOURS AND COMPENSATION

- The wages of employees paid by the supplier, including overtime pay, and working hours must comply with the statutory requirements, in particular the minimum wage regulations. Information about working hours, overtime pay, social benefits and notice periods must be specified in employment contracts or described in an employee handbook or similar form.

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CHILD LABOR

- Child labor is defined as the work of children that impairs the right of a child to healthy growth and development and denies him the right to a qualitatively adequate education. The use of children in the supply chain of goods and services for TEEPACK is therefore prohibited. No person may be employed below the national minimum age limit. All measures to avoid child labour must be implemented, taking into account the best interests of the child.
- The supplier must comply with the relevant ILO Convention (specifically Conventions No. 138 and No. 182) as well as all relevant national and international laws, regulations and provisions applicable in the country of production.

FORCED LABOR

- The supplier may not use any forced, prison or involuntary workers.
- The supplier must allow his employees to leave the factory premises unhindered at the end of their shift.
- The Supplier may not withhold identity cards or passports or demand deposits (e.g. for work clothes or uniforms).
- If employment contracts are terminated in accordance with the agreed notice periods, the Supplier may not reduce the salaries of employees leaving the company.

DISCIPLINE AND HARASSMENT

- All employees must be treated with dignity and respect.
- Suppliers shall not discriminate against employees on the basis of race, creed, sex, marital status, maternity, age, political opinion, national origin, sexual orientation or any other legally prohibited basis.
- The Supplier shall not abuse its employees in any way and shall not practice or support the use of corporal punishment, threats of violence or other forms of mental or physical coercion or sexual harassment.

COMPANY PROCEDURES

- Employees must be employed in accordance with applicable laws and regulations.
- The Supplier shall provide its employees with all statutory benefits to which they are entitled, in particular health and social insurance benefits.
- The Supplier shall not prevent workers or employees from exercising their collective bargaining autonomy and freedom of association.
- The Supplier shall maintain personnel records for each employee or temporary worker, including documentation of age, wage payments and working hours.

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USE OF SUBCONTRACTORS

- The Supplier is responsible for ensuring that subcontractors also comply with the requirements of this Code of Conduct. They undertake to communicate this Code of Conduct to their subcontractors at each level and to have it acknowledged by them or to implement other appropriate measures (such as procurement policies) to ensure responsible procurement.

CORRUPTION

- TEEPACK does not work with suppliers who operate in an unethical or unlawful manner. This includes bribes and kickbacks or gifts and favors, as our business principle is to fight corruption in all its forms, including extortion and bribery.

COMPLIANCE

- TEEPACK supports its suppliers in the continuous improvement of their activities and practices. We value long-term relationships and therefore continue to do business in the case of non-compliance as long as there is a willingness to develop in the right direction based on an agreed action plan. Repeated critical non-compliances lead to termination of the business relationship with the supplier concerned. To ensure compliance and support or follow-up of development, TEEPACK conducts regular inspections and reserves the right to have its compliance with this Code of Conduct verified by independent third-party auditors.

I have read and understood the above Code of Conduct and hereby confirm that I will act in accordance with its requirements.

Company

Company Stamp / Seal

Place

Date

Signature

This document must be signed by a duly authorized representative of the company and returned to TEEPACK.

TEEPACK

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