



# SCHOELLERSHAMMER

## **SCHOELLERSHAMMER CODE OF CONDUCT FOR SUPPLIERS AND BUSINESS PARTNERS**

Dear Suppliers and Partners,

SCHOELLERSHAMMER GmbH is a family business in its seventh generation. Integrity and respect for people and nature are the cornerstones of our corporate policy. We are committed to the United Nations Charter on the Universal Declaration of Human Rights, the core labour standards of the International Labour Organization (ILO), the UN Guiding Principles on Business and Human Rights (UNG) and the principles of the United Nations Global Compact (UNGC), which we joined in 2020.

Schoellershammer is founded on values that must be implemented and realised in our everyday business transactions. Our whistleblower system allows individuals to anonymously report violations of laws and internal guidelines. We want to work with contractors who share our vision of sustainable business. We therefore require that suppliers and other business partners comply with this Code of Conduct and request that you internalise the following principles and confirm this to us with your signature.

### **1. VALUES AND PRINCIPLES**

You align your economic actions with ethical values and principles. This includes, in particular, personal integrity, the assurance of fair and decent working conditions, respect for human rights and environmental protection.



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## **2. LAWFULNESS AND INTEGRITY**

You should comply with all applicable laws and legal standards. More specifically, you should observe the regulations and prohibitions relating to corruption, bribery, fraud and extortion. You neither give nor accept gifts, invitations, payments or other benefits if such actions could influence business relationships.

Your company ensures in an appropriate manner that these standards are deeply rooted in your everyday business. Your accounting procedures are transparent and comprehensible. You manage the assets of your business partners that are entrusted to you with due care and attention.

## **3. ANTITRUST AND COMPETITION LAW**

You are committed to fair competition and observe all the laws protecting competition. This includes, in particular, domestic and foreign antitrust laws and legislation regarding unfair competition.

## **4. SOCIAL RESPONSIBILITY AND HUMAN RIGHTS**

You treat your employees, suppliers and other stakeholders with respect.

You adhere to the principles of equal opportunities and oppose any discrimination based on social or ethnic origin, gender, age, nationality, political opinion, religion, sexual identity or disability. They protect human rights and do not tolerate any forms of child or forced labour.

## **5. EMPLOYEE RIGHTS**

You respect the freedom of organisation of your workers and the right to co-determination and collective bargaining through their respective representatives. You will ensure that this right is not impaired. You comply with the maximum number of working hours as prescribed by law. Overtime is on a contractual basis and is voluntary. You pay employees at least the statutory or collectively agreed minimum wage. You comply with the laws regarding young persons and juveniles.

## **6. OCCUPATIONAL HEALTH AND SAFETY**

You ensure occupational health and safety in the workplace and health working conditions.

You carry out the prescribed occupational health and safety training and comply with all safety regulations, even when under intense pressure.



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## **7. QUALITY AND CUSTOMER HEALTH**

You are certified in accordance with DIN EN ISO 9001 or follow another systematic process to ensure the quality of your services.

You ensure that the goods and/or services you provide have no negative effects on the health of consumers.

You comply with the relevant laws and guidelines.

You are aware that Schoellershammer's utility papers are approved for food contact in accordance with the recommendations of BfR (Bundesinstitut für Risikobewertung) Recommendation XXXVI and comply with EU Directive 94/92/EC regarding heavy metal content.

## **8. DATA PROTECTION AND CONFIDENTIALITY**

You protect personal data from unauthorised access. You comply with the General Data Protection Regulation when collecting, processing or using personal data, and also communicate the requirements to your employees and suppliers.

The disclosure of confidential information of any kind or the publication of such is prohibited.

## **9. ENVIRONMENTAL PROTECTION**

You are aware that environmental protection is one Schoellershammer's corporate objectives. As an energy-intensive company, we pursue an active environmental policy.

You too are committed to protecting the environment. You strive for a systematic approach to minimise environmental impacts, reduce the consumption of raw materials, energy and water and to cut CO<sub>2</sub> emissions.

## **10. SUPPLY CHAIN**

You communicate your requirements with respect to integrity, the assurance of fair labour practices, respect for human rights and environmental protection to your own suppliers, analyse potential risks in your supply chain and implement the appropriate measures.

## **11. COMPLIANCE WITH THE CODE OF CONDUCT**

You agree to follow the Code of Conduct and communicate this requirement to your own suppliers. You will investigate violations of the Code of Conduct and take appropriate measures to stop any violations of such. You grant Schoellershammer the right to monitor compliance with the Code or to appoint third parties to monitor compliance at your company on site or/and to request the submission of documents that demonstrate compliance with the Code.



## SCHOELLERSHAMMER

We are keen to maintain a long-term, trusting cooperation with our suppliers. However, we reserve the right to withdraw from or terminate the contract in the event of a culpable violation of the principles of Schoellershammer and this Code of Conduct.

Every time you accept an order, you implicitly confirm that you will comply with the principles and requirements of this Code in all the services provided to Schoellershammer.

Company: .....

Name: .....

Position: .....

.....  
Place and date:

.....  
Signature of the authorised representative and company stamp

Best Regards



Bernd Scholbrock  
– Geschäftsführer –



Armin Vetter  
– Geschäftsführer –



Dr. Tobias Boland  
– Geschäftsführer –