



Supplier Code of Conduct

HAUPA, as a quality-conscious and value-oriented medium-sized company, places importance on responsible long-term value creation and compliance with all national and international regulations. In addition to procedural, economic, and technical criteria, **HAUPA** also considers societal and ecological aspects such as human rights, working conditions, and environmental protection in its procurement activities.

In both national and international procurement of goods, **HAUPA** expects sustainable practices, environmental protection, fair treatment of employees, as well as compliance with health and safety standards from its business partners throughout all business processes.

BASIC PRINCIPLES

HAUPA requires its business partners to comply with all applicable national laws and regulations, such as the Supply Chain Due Diligence Act (LkSG), as well as international agreements such as the Universal Declaration of Human Rights by the United Nations, guidelines on children's rights and business conduct, the UN Guiding Principles on Business and Human Rights, International Labour Organization (ILO) international labour standards, and the UN Global Compact, in addition to this „**HAUPA** Supplier Code of Conduct“.

HAUPA expects all business partners to implement suitable processes to support compliance with applicable laws in their companies and to promote continuous improvement in line with the principles and requirements of the „**HAUPA** Supplier Code of Conduct“. Furthermore, **HAUPA** expects its business partners to ensure that their affiliated companies also recognize and comply with all the principles and requirements described herein.

HAUPA also expects that business decisions by its partners are not solely focused on short-term corporate success, but prioritize long-term objectives.

The use of all resources (raw materials, employees, energy, etc.) should be done as responsibly as possible to minimize negative impacts resulting from business activities.

References:

- United Nations Global Compact
<https://www.globalcompact.de/ueber-uns/united-nations-global-compact>
- Supply Chain Due Diligence Act
<https://www.buzer.de/LkSG.htm>

EMPLOYEE HEALTH, SAFETY, AND SECURITY

HAUPA requires its business partners to adhere to the fundamental **labour rights** under the respective national legislation. Additionally, **HAUPA** expects its partners to recognize and apply the core labour standards of the International Labour Organization (ILO) while considering the laws and legal forms applicable in various countries and locations.

HAUPA expects its partners to ensure the necessary competence of employees in the hiring process and to prevent fraudulent intentions of individuals through suitable recruitment procedures.

HAUPA prohibits its partners from allowing any form of **child labour** in their companies. While some national laws or regulations may allow children between 13 and 15 years to engage in light work, this should never be permitted if it interferes with their general obligation to attend school or receive education, or if it harms their health or development.

Business partners of **HAUPA** are committed to preventing any **discrimination** in the hiring, promotion, or provision of training and education opportunities. Equal opportunities and equal treatment are to be promoted, and no employee should be disadvantaged based on gender, age, skin colour, culture, ethnic origin, sexual orientation, disability, religion, religious practices, or beliefs.

HAUPA's business partners are not allowed to permit **forced labour** in their companies.

HAUPA expects its partners to respect the rights of employees to **freedom of association**, meaning the right to form a workers' representation and to engage in collective bargaining, in accordance with national legislation.

HAUPA expects its partners to comply with the respective national legislation on **compensation** and **working hours**. This obligation includes compliance with agreed-upon collective agreements and legally prescribed **minimum wages**.

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HAUPA expects its partners to comply with the respective national legislation on occupational **health and safety**.

- Internationale Arbeitsstandards (ILO)
<https://www.ilo.org/global/standards/lang--en/index.htm>

PRODUCT SAFETY

HAUPA expects its partners to comply with the respective regulations regarding product safety.

ENVIRONMENT

Compliance with applicable laws on environmental and climate protection, as well as specified limit values, is a minimum requirement for **HAUPA**. Also, resource utilization should be environmentally friendly, and stress on humans and the environment should be minimized as much as possible. **HAUPA** promotes awareness among its employees regarding the importance of sustainable use of natural resources. Additionally, **HAUPA** expects its business partners to provide services that are resource-efficient and environmentally friendly. **HAUPA** prefers waste avoidance over waste disposal and strives to minimize the use of environmentally harmful raw materials, materials, and manufacturing processes as far as possible.

COMPLIANCE WITH THE „HAUPA SUPPLIER CODE OF CONDUCT“

The compliance of the principles and requirements outlined in this „**HAUPA** Supplier Code of Conduct“ by our business partners is regularly self-assessed by the business partners themselves. Furthermore, after consultation with the business partner and considering the size of the respective partner's company, appropriate random checks may be conducted by **HAUPA** or third parties commissioned by **HAUPA**.

If there is a reasonable suspicion that the principles and requirements of this „**HAUPA** Supplier Code of Conduct“ are not being adhered to, **HAUPA** is entitled to demand information about the corresponding circumstances (e.g., in the event of negative media coverage).

Any violation of the requirements stated in this „**HAUPA** Supplier Code of Conduct“ will be considered a significant impairment of the contractual relationship between the partner and **HAUPA**. **HAUPA** reserves the right to terminate individual or all contractual relationships with partners who demonstrably do not comply with this „**HAUPA** Supplier Code of Conduct“ or who do not seek to implement improvement measures, despite being given a reasonable deadline by **HAUPA**. Should partners become aware of serious human rights or environmental risks in the supply chain that are likely to occur or have already occurred, they must immediately inform **HAUPA**. Complaints or reports of violations of this Code of Conduct or applicable law can be reported to **HAUPA** at any time, even in anonymized form. All business partners will inform their employees about this complaint mechanism. Disciplinary measures against the reporting individual are prohibited.

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