

# **Code of Conduct**

# for suppliers





# Fiberdur - Code of Conduct for Suppliers

The TPR Fiberdur GmbH + Co. KG. has undertaken to act sustainably while satisfying the highest ethical standards. Our suppliers, as well as service providers, make a significant contribution to our targets.

TPR Fiberdur GmbH + Co. KG. is committed to social and ecological sustainability in order to guarantee long-term success.

Therefore, TPR Fiberdur GmbH + Co. KG. requires strict compliance with ethical principles in relation to occupational and health protection; child labour and forced labour; working conditions and management systems.

TPR Fiberdur GmbH + Co. KG. does not tolerate any bribery or other forms of corruption. Furthermore, TPR Fiberdur GmbH + Co. KG. undertakes to support and respect human rights.

TPR Fiberdur GmbH + Co. KG. also expressly requires this conduct from its suppliers and service providers. Is must be ensured by suppliers and service providers that your suppliers also comply with these standards.



### Child labour and forced labour







# We intend to be FREE

TPR Fiberdur GmbH + Co. KG. does not tolerate any child labour and forced labour. The suppliers and service providers do not use child labour. Under-age employees between 15 and 18 may not perform any dangerous activities or work night shifts.

The working times may not exceed 8 hours and school attendance must be guaranteed.

No hiring fees or hiring costs may be requested by the workers.

Our suppliers and service providers may not withhold any personal document or wages as security.

It must be guaranteed that every employee may leave the workplace after finishing his/her work or also after termination of the employment relationship.



## Occupational and health protection







# - Safety First -

TPR Fiberdur GmbH + Co. KG. stands for protection for the employee. The suppliers and service providers of TPR Fiberdur GmbH + Co. KG. must offer their employees a safe and healthy workplace.

It must be ensured that damage to employees' health and work accidents are prevented. Furthermore, pregnant women and young mothers must be specifically protected.

Furthermore, personal protective equipment and first aid must be available for every employee free of charge. It must be possible to leave the workplace quickly in case of danger.

The suppliers and service providers of TPR Fiberdur GmbH + Co. KG. must ensure that clean toilets and access to clean drinking water is guaranteed.



# Working conditions

#### Freedom of association

The suppliers and service providers of TPR Fiberdur GmbH + Co. KG. are encouraged to conduct direct discussions with their employees to solve collective agreement negotiations. They must respect freedom of association and the foundation/joining of a trade union.



The suppliers and service providers of TPR Fiberdur GmbH + Co. KG. must respect the trade union representatives and employees organised in trade unions and may not disadvantage them.

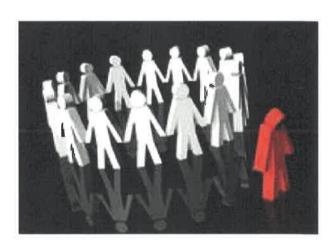




#### Discrimination

The suppliers and service providers of TPR Fiberdur GmbH + Co. KG. must prevent harassment and discrimination at the workplace.

Discrimination on the basis of ethnic affiliation, nationality, religion, disability, marital status, age, sexual orientation, trade union and political origin is prohibited!



#### Disciplinary measures

The suppliers and service providers of TPR Fiberdur GmbH + Co. KG. must guarantee that their employees are not exposed to physical punishments, exertion of psychological or physical force or against verbal abuse or physical punishments or threats.

Clear rules must exist, which are communicated in written form, about disciplinary measures, which provide comprehensible documentation, including options to appeal.



#### Working times

The suppliers and service providers of TPR Fiberdur GmbH + Co. KG. must comply with the local legal provisions. It must be ensured that the maximum regular working time of 48 hours per week is not exceeded.

Furthermore, no more than 12 overtime hours per week may be worked, even if the regular working time during the week was less than 48 hours. The overtime may only be worked voluntarily and may only take place on the basis of extraordinary and short-term business circumstances.

The suppliers and service providers of TPR Fiberdur GmbH + Co. KG. must ensure that a minimum of 1 day per week is free.





### Remuneration

Suppliers and service providers must remunerate all employees in accordance with the legal standards. The employee's earnings without overtime may not exceed the minimum wage.

No wage deductions may be retained as a disciplinary measure.





### Management systems

The suppliers and service providers of TPR Fiberdur GmbH + Co. KG. must use management systems, which enable continuous improvement.

This is comprised of the obligation and responsibility vis-à-vis the points de-scribed in this Code of Conduct.

Accordingly, the resources required for this must be made available.

Furthermore, all valid laws, regulations, standards and relevant customer requirements must be identified and complied with.

The suppliers and service providers of TPR Fiberdur GmbH + Co. KG. must guarantee that all risks are specified and monitored in the areas referred to.



It must be ensured that a training programme is available, which stands for the constant further development of the employees. We, the Management Board of TPR Fiberdur GmbH + Co. KG. are committed to compliance with these principles and expressly require that our suppliers and service providers accept and comply with the principles contained in the "Code of Conduct".

We thank our suppliers and service providers for this.



Yours sincerely,

Mr. Jürgen Wingert

**Managing Director**