

TecPart - Code of Conduct for the plastics processing industry

Preamble

TecPart - Verband Technische Kunststoff-Produkte e.V. (Association for Technical Plastic Products) is the German lobby organization for plastics processors, compounders, and recyclers in technical applications. Its member companies are expressly committed to their social responsibility within the framework of their business activities (Corporate Social Responsibility).

The present "TecPart Code of Conduct" is a voluntary agreement, through which the member companies want to ensure compliance with global requirements for ethical and moral behaviour, as well as the requirements for correct behaviour under competition and antitrust law. This also means the promotion of fair and sustainable standards in dealing with suppliers and customers as well as with the company's own employees.

The recognising companies inform their employees at regular intervals about the ethical goals and behaviour principles of conduct of this code of conduct. In addition, they strive to ensure that suppliers also orient themselves to these contents. The TecPart code of conduct is designed as a voluntary commitment. The certification of the participating companies is carried out by TecPart - Verband Technische Kunststoff-Produkte e.V.

I. General provisions

1. Validity

This code of conduct applies to all branches and production sites of the company.

2. Laws, standards, and ethical conduct

The company complies with the applicable laws and standards of the respective countries in which it operates. It is guided by universally accepted ethical values and principles, in particular integrity, probity, and human dignity.

3. Business partners, authorities, and consumers

The company practices according to the generally accepted business practices of fairness, transparency, and integrity. This maintains a trusting relationship with the authorities. Consumer protection standards are adhered to.

4. Business secrets

Business and trade secrets of business partners are treated confidentially by the company and its employees. The disclosure of confidential information to third parties or making it publicly available is prohibited. This shall continue to apply to company employees even after termination of the employment relationship.

II. Antitrust and competition law requirements

1. Antitrust law

The company is committed to fair competition. Laws protecting competition, in particular antitrust law and other laws regulating competition, are adhered to.

Collusions on prices or other conditions, sales territories, or customers as well as an abuse of market power are contrary to the principles of the company.

2. Bribery, venality, and corruption

The company opposes bribery and corruption and does not tolerate such behaviour.

Employees must take care that no personal dependencies or obligations to customers or suppliers arise. Company employees must not accept or give gifts that could reasonably be expected to influence business decisions.

If gifts are customary and courteous in a country, it must be ensured that no obligatory dependencies are created and that the legal standards of the country are complied with.

Violations are generally punishable by labour law measures.

III. Global guidelines

1. Human rights

Internationally recognised human rights¹ are explicitly and consistently supported.

Even in the event of disciplinary measures, all company employees are to be treated with dignity and respect. Such actions shall only be taken in accordance with applicable national and international standards and internationally recognised human rights.

2. Child labour

Child labour and any kind of exploitation of children and adolescents is rejected. The relevant laws shall be complied with.

3. Forced labour

Any form of forced labour, debt bondage, servitude and slave labour or slavery and/or conditions like these are rejected. Company employees must not be forced into employment, either directly or indirectly, by force or intimidation.²

4. Wages and workers' rights

All workers shall receive a fair wage for full-time employment, at least sufficient to meet basic needs. Wages shall be paid in a practical manner (cash, cheque, bank transfer) and a wage slip shall be provided on an adequate extent.³ The right of workers to freedom of association, freedom of assembly and

¹ Universal Declaration of Human Rights - UN Doc. 217, so-called UN Human Rights Charter

² Cf. ILO Conventions 29 and 105

³ Cf. ILO Conventions 26 and 131

collective bargaining, to the extent permitted and possible by law in the country concerned, shall be respected.⁴

5. Working hours

Working hours shall be in accordance with applicable national laws, industry standards or relevant ILO conventions. Extra time shall be on a voluntary basis.⁵

6. Health, safety, and protection

National and international regulations for ensuring health and safety at work shall be adhered to. Appropriate systems shall be put in place to avoid risks to health and safety.⁶

7. Environmental protection

The company adheres to the goal of sustainable environmental protection. Environmentally friendly production methods are strived for in this context. In accordance with the principles of the Rio Declaration of the United Nations⁷, the company deals with natural resources responsibly.

IV. Ethical and social principles

1. Non-discrimination

The company does not discriminate on employment or occupation, including, but not limited to, discrimination based on race, ethnic or national origin, colour, sex, mental or physical disability, age, creed, membership in an employee organisation or other personal characteristics.⁸

2. Harassment

The company disapproves of physical, psychological, or sexual violence.

3. Freedom of opinion and expression

The right to freedom of opinion and expression of opinion is guaranteed.

4. Privacy

Privacy is respected.

⁴ Cf. ILO Convention 87 of 1948 and 98 of 1949.

⁵ Cf. ILO Conventions 1 and 14

⁶ Cf. ILO Convention 155

⁷ 27 Principles of the Rio Declaration on Environment and Development, adopted by the United Nations Conference on Environment and Development (UNCED), Rio de Janeiro, 1992

⁸ Cf. ILO Conventions 100, 111, 158 and 159.

V. Compliance with the code of conduct

1. Measures

The company shall bring this code of conduct to the attention of its employees in an appropriate manner and at specified intervals and shall ensure compliance with it.⁹

2. Ensuring compliance (whistleblower system)

The company undertakes to implement a system that enables external and internal whistleblowers to make anonymous and non-retaliatory reports to the management or a designated department about grievances relating to the objectives and/or violations of this code of conduct.

The company's management or designated service undertakes to investigate the grievances and take follow-up action within three months. The procedure must be documented under the principle of confidentiality and must be destroyed two years after the conclusion of the procedure.

3. Certification

A requirement for certification is a regular survey of members conducted by TecPart - Verband Technische Kunststoff-Produkte e.V. within the framework of a self-disclosure and a 2-year rhythm.

The certified companies can be announced by TecPart e.V. in a suitable manner. The participating companies receive the right to use a "TecPart Code of Conduct" logo.

If the participating companies do not or no longer fulfil the requirements for certification, their compliance initiative certificate will be withdrawn.

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⁹ For example, by telephone, in writing (mail/letter), in person or via a whistleblowing portal.