

Supplier Code of Conduct

Introduction

GELITA is a company that does business with the highest integrity and believes that every employee deserves a dignified life as well as that we all have a moral obligation to reduce our environmental impact. We think that if we could all work together on these issues, a sustainable development is much closer at hand. Therefore we at GELITA ask you to carefully read and sign our Supplier Code of Conduct. If you have any questions please see the contact information on page 3.

Forced Labor and the Withholding of documents

The GELITA supplier must not benefit from or participate in, any form of forced labor such as bonded labor, forced prison labor, slavery, servitude, or human trafficking, conforming with the ILO-conventions 29 and 105. Workers must have the freedom of movement during the course of their employment and no part of any property or documents, employee's salary or benefits should be kept from the employee in order to force the employee to stay in employment.

Minimum Age

The GELITA supplier shall not use, or benefit from, the use of child labor, in accordance with the ILO convention 138. The minimum age for employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years (or 14 years where established by national laws in accordance with the ILO developing-country exception). However where permitted by national laws, the supplier may employ children between 12 and 15 to perform a few hours of light work per day. The work must be simple tasks of a limited nature and not interfere with the children's educational responsibilities. Apprenticeship programs for children below the minimum age of employment should be clearly aimed at training.

Furthermore the GELITA supplier shall refrain from appointing young workers (below 18 years of age) to perform work, which is likely to jeopardize their health, safety or morals, in accordance with the ILO convention 182.

Discrimination, Punishment, Abuse and Harassment

The GELITA supplier shall protect its employees from acts of physical, verbal, sexual, or psychological harassment, abuse, or threats in the workplace, whether committed by managers or fellow employees including when determining and implementing disciplinary measures.

The GELITA supplier shall not engage in or support any discrimination including on the basis of race, colour, sex, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, health status, family responsibilities, age, and disability or other distinguishing characteristics, in accordance with the ILO conventions 100 and 111. This entails that hiring, remuneration, benefits, training, advancement, discipline, termination, retirement or any other employment-related decisions shall be based on relevant and objective criteria.

Health and Safety Standards

The GELITA supplier shall ensure that its employees are offered a safe, hygienic and healthy working environment. This should include but is not limited to protection from fire, accidents and dangerous substances. Adequate health and safety policies, training as well as protective gear must be available and followed.

The GELITA supplier shall establish and maintain emergency procedures to effectively prevent and address all health emergencies and industrial accidents that can affect the surrounding community or have an adverse impact on the environment.

Legal compliance

The GELITA supplier should always comply to or exceed all local laws including but not limited to: the right to freedom of association, the right to collective bargaining, working hours, overtime hours, rest periods and labor contracts.

Reimbursement

The GELITA supplier shall always comply or exceed legal minimum wage requirements. Wages shall be paid in a legal currency and on a regular basis.

Established Working Relationship

The GELITA supplier shall grant all employees the benefits that are included in the local regulation. The supplier shall respect the privacy rights of its employees whenever it gathers or keeps private information or implements employee-monitoring practices.

Managing Environmental Aspects

The GELITA supplier shall maintain awareness of current environmental legislative requirements, which are relevant to the environmental impacts of its activities, products and services. Also, it must ensure legal compliance through training, awareness, operational control and monitoring.

The GELITA supplier must continuously strive to minimize the significant environmental impacts of its activities, products and services through a proactive approach and responsible management of its environmental aspects (including, but not limited to):

- Use of scarce natural resources, energy and water
- Emissions to air and releases to water
- Noise, odour and dust emission
- Potential and actual soil contamination
- Waste management (hazardous and non-hazardous substances)
- Product issues (design, packaging, transport, use and recycling/disposal)

Products Liability

The GELITA supplier shall exercise due diligence when designing, manufacturing, and testing products. This is to protect against product defects which could harm the life, health or safety of people likely to be affected by the defective product, or have an adverse impact on the environment.

Bribing

The GELITA supplier shall refrain from bribing or using kickbacks or any other behavior defined as corruption, to unjustly influence public officials, the judiciary and/or private parties. The GELITA supplier shall comply with all applicable Anti-Trust and competition laws.

Supplier Responsibility

It is the supplier's responsibility to make sure that their employees, sub-tier suppliers as well as contract manufacturers confirm with these principles.

For further information, questions or discussion, please do not hesitate to contact your local procurement manager or:

Name:	_____	Klaus Franke
Position:	_____	Global Compliance Manager
E-mail:	_____	klaus.franke@gelita.com
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I hereby confirm compliance with this GELITA Supplier Code of Conduct

Date: _____

Company: _____

Signature: _____

Name in block letters: _____

Position: _____

References:

ILO, (1930): Forced Labour Convention, N. 29

ILO, (1951): Equal Remuneration Convention N.100.

ILO, (1957): Abolition of Forced Labour Convention, 1957 N. 105

ILO, (1958): Discrimination (Employment and Occupation) Convention N. 111

ILO, (1973): Minimum Age Convention N.138.

ILO, (1999): Worst Forms of Child Labour Convention N.182.