

B & B Code of Conduct

1. Adherence to Laws and Guidelines

- As far as we are concerned, the importance of adherence to all applicable laws and guidelines at the local as well as the international and national levels is self-explanatory. We make sure that our business partners follow the law in their business practices.

2. Work Relationship is Voluntary

- There is no mandatory work, servitude, or involuntary forced labour.
- Workers are not demanded to produce a "pledge" or identification documents to their employer and they are free to leave their employers after an appropriate notice.
- The work carried out is according to the recognized work relationship established by national jurisprudence and practice.

3. Freedom of Association and the Right to Collective Bargaining are Respected

- Without any exception, workers have the right to assemble and form a trade union of their own choice and carry out collective bargaining.
- The employer shall keep an open attitude towards the activities of these trade unions and their organizational activities.
- Employee representatives are not discriminated against and have the option to execute their representative functions at the workplace.
- Wherever the rights to association and carrying out collective bargaining are limited due to the jurisprudence, the employer shall facilitate the development of equal material for independent and free association and negotiations and shall not interfere in them.

4. The Work Conditions are Safe and Hygienic

- We strive towards offering our employees a possible safe and hygienically problem-free working environment. To avoid accidents and harm to health during work, related to work or due to the work, are dealt with using appropriate measures as long as they can be implemented in a reasonable manner.
- Our employees undergo regular and documented health and safety training. This training needs to be repeated for new or re-employed employees.
- Access to clean toilet facilities and drinking water, and facilities for storing food stuffs are provided.

5. There is No Child Labour

- No children or young people under 16 are employed.
- Children and young people under 18 are not employed at night or under hazardous conditions.

6. We pay not less than the legally guaranteed wages

- Wages and allowances that are paid for a regular working week conform to the minimum national statutory guidelines or the industry-standard value, depending on which standard is higher.
- All workers receive written and intelligible information about the working conditions with respect to salaries before they start work, as well as being paid salaries for the reference period in question.

- Deductions of salaries as disciplinary measures are not an option and nor are deductions of salaries that are not permitted by the national jurisprudence unless there is an explicit agreement with the worker concerned. All disciplinary measures are mentioned.

7. The Working Hours are not Increased

- The working hours are according to the national laws and the industry-standard depending on where the greater protection is offered.
- Working hours, overtime excepted, are determined by the contract and must not exceed the maximum legally permissible weekly working hours.
- Overtime is voluntary. All overtime must be used responsibly and individual workers and workforce as a whole must observe the extent, frequency and hours worked. Overtime shall not be used as a replacement for regular work. Overtime shall always be compensated with an overtime bonus.

8. Discrimination is not practised

- There is no discrimination in the appointment, compensation, permission for training, promotion, termination of the work relationship or pension on the basis of race, cast, nationality, religion, age, disability, gender, marital status, sexual orientation, union memberships or political associations.
- Harassment, mobbing and the intimidation of employees and against all interested parties are prohibited.

9. Environment

- We are obligated to adhere to the applicable environmental laws and standards relevant to us. With the help of our environmental management system, we work towards permanently reducing environmental damage. We also keep in mind the environmental sustainability of the raw materials needed for our production process while selecting them.

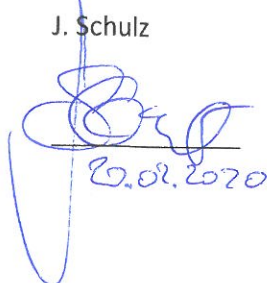
10. Ethical Economic Activity

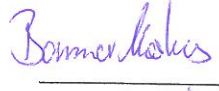
- We condemn every form of corruption, blackmail and bribery and expect the same from all our business partners.
- We are obligated to save, use and forward the personal data of our employees, business partners and customers with the utmost responsibility and care.
- The recording, use and forwarding of personal data needs to be carried out according to the legal directives and requirements with reference to data privacy and information safety.

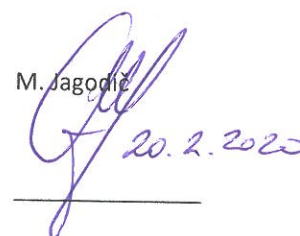
Released by the Management at Brigl&Bergmeister GmbH

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