



# Code of Conduct for Suppliers of the Haus Cramer Group

## Preamble

As an internationally successful corporate group rooted in family tradition, the Haus Cramer Group has been offering drinks and services of the highest quality since 1753. With our premium strategy we want, together with you, our suppliers, to ensure a sustained positive economic development under responsible working conditions whilst at the same time protecting our environment.

Everyone who contributes through his work to the manufacture of our premium products and services should be able to exercise his human rights and employment rights and fulfil the duties of protecting our environment.

With this Code of Conduct we wish to ensure basic standards for the co-operation with our suppliers in the joint value added process. Specifically, we expect our suppliers to comply with the fundamental rights of employees and international standards, in particular those contained in the international conventions of the United Nations (UN Global Compact), the International Labour Organisation ILO, the OECD Principles for Multinational Enterprises, ISO 26000, the UN Declaration of Human Rights and the UN conventions against corruption.

It is our goal to continue or to establish long-term business relations with you, our suppliers, and to foster the same. Together with you, we wish to promote quality and innovation on a sustained basis. We expect of you that you respect the Code of Conduct and ensure compliance with the social, ecological and economic standards in the sphere of influence of your company as well as by those of your own suppliers who are involved in the manufacturing processes of our products.

In this connection we request you to return the confirmation on the last page of the Code of Conduct, duly signed.

We look forward to a close and successful co-operation.

(Signature)

Catharina Cramer

Managing Partner of the Haus Cramer Group



**The supplier hereby declares:**

### **1. Compliance with laws**

The laws and regulations of the respectively applicable legal system(s) and minimum industrial standards and also the conventions of the United Nations (UN) and of the International Labour Organisation (ILO) are observed. In this connection, we apply the strictest provisions applicable.

### **2. Wages**

The wages correspond to or exceed the minimum wages or industrial standards defined by law. Illegal deductions from wages, e.g. as a penalty, are prohibited. Should the statutory minimum wages or industrial minimum standards not be sufficient to defray the cost of living, employees should be paid a reasonable wage to cover their basic needs.

### **3. Working hours**

We apply and comply with the applicable national laws and any industrial standards which go beyond the same in relation to maximum working hours and the statutory public holidays. 48 working hours per week are not regularly exceeded. Overtime is worked exclusively in accordance with the voluntary decision of the workers or in order to cover short-term increases in orders/demand.

### **4. Health and safety at work**

We ensure the health and safety of all employees at work. In this connection, we observe all laws and regulations, take appropriate protective measures and draw these to the attention of the employees in order to prevent accidents or any damage to the health of our employees. We establish systems for the purpose of determining, avoiding and also reacting to potential dangers to the health and safety of all employees. Employees in areas of work where health and safety aspects are particularly relevant receive regular instruction concerning occupational risks and duties of care at work. This is correspondingly documented; new employees and employees who are reappointed receive corresponding instruction at the commencement of their work.

For the employees, access to an adequate number of clean toilets and to drinking water is ensured. All places of work are equipped with properly functioning emergency exits and with adequate light and ventilation.



Where appropriate, personal protection equipment, fire extinguishers, hygienic facilities for the storage of food, safe and clean sleeping quarters which satisfy at least the basic needs and the human rights of the employees are to be provided. Each employee has the right to move out of range of any direct danger without asking the company for permission. In particular, young workers are not exposed to any dangerous or unsafe situations or any situation which would be harmful to their health.

## **5. Freedom of assembly and the right of collective bargaining**

The right of the employees freely to elect their own representative, to establish trade unions of their choice, to join the same and to conduct collective negotiations, as well as the fundamental right of freedom of assembly is respected. Moreover, we ensure that our employees suffer no negative consequences, reprisals, discrimination, harassment or intimidation by the company in connection with the exercise of such rights. Members of workers' organisations neither receive preferential treatment nor do they suffer any disadvantages. In so far as legally admissible, their representatives are granted free access to the work places of the employees in order to ensure that they are able to exercise their rights in a lawful and peaceful manner.

## **6. Prohibition on child labour and forced labour**

The exploitation of children and their employment (child labour) is forbidden. The minimum age of our employees does not lie below the age at which compulsory school attendance ends and in no case lies under 15 years. Where national provisions prescribe a higher age, this age applies. The work performed by employees under 18 years may neither harm them nor prevent their attending school or impair their energy and time for school and learning.

The work is performed by the employees voluntarily. Any form of forced labour, e.g. under threat of retribution, through the lodging of a security payment or the withholding of identification papers of employees, is forbidden. Work by prisoners which infringes human rights is likewise forbidden.

We treat our employees with dignity and respect. Physical punishment, psychological or physical coercion and verbal abuse are forbidden.

## **7. Prohibition on discrimination**

All employees have the right to equal treatment and equal opportunity. Any kind of discrimination is forbidden e.g. on grounds of race, colour, sex, disability, religion, political views, sexual orientation, family commitments, membership of workers' organisations or trade unions, national, ethnical or social origin or other personal characteristics. In particular, discrimination may not lead to any abrogation or impairment of the equal opportunity and equal treatment of the employees in the performance of their work or profession, in particular, in respect of wages, their appointment, promotion, access to



vocational training programmes or the termination of the employment relationship or retirement.

## **8. Prohibition on corruption**

Corruption or any attempts at corruption of whatever nature, including blackmail and bribery and any other illegal practices are not tolerated within the scope of our business relationships. Suppliers may neither directly nor indirectly offer, promise or agree to pay any bribes or other unjustified benefits or demand or expect the same in order to procure or retain an order or any other advantage for themselves or third parties.

## **9. Environmental responsibility**

The assumption of our responsibility for the protection of the environment is ensured through preventive measures and the use of environment-friendly processes. Our processes and standards concerning the use of resources, the reduction of emissions and waste management conform with or go beyond the minimum statutory requirements. We are continually improving these and foster the environmental awareness of our employees.

## **10. Orientation of the management**

The standards defined in this Code of Conduct are recognised by the management and integrated into our corporate policy. Our employees are informed in a manner accessible to them of the contents of this Code and/or all provisions concerning them. The duties arising from this Code or from national and international provisions may not be circumvented by inadmissible contract labour, bogus self-employment, pretence training programmes or other comparable measures.

We agree that companies belonging to the Haus Cramer Group with which a supplier relationship exists may verify compliance with this Code through measures considered by the Haus Cramer Group to be expedient. These may also include announced and unannounced inspections of business premises by persons instructed by the Haus Cramer Group.

Should any provisions of this Code of Conduct not be observed and no solution be agreed and implemented within a reasonable period of time, our contract partner within the Haus Cramer Group has the right reject the goods ordered, to terminate corresponding contracts, to cancel future orders and/or to break off the business relationship with the supplier who is in breach of this Code of Conduct.

We shall ensure that all sub-suppliers instructed by us who are involved in the supply chain in the manufacture of products for the Haus Cramer Group also comply with the requirements of this Code of Conduct.

We look forward to a close and successful co-operation.



## Confirmation

**We confirm that we have taken note of and comply with the requirements of the Code of Conduct of the Haus Cramer Group.**

**Supplier:**

\_\_\_\_\_  
Company name and company stamp of the supplier

\_\_\_\_\_  
Name of the director

\_\_\_\_\_  
Signature of the director

\_\_\_\_\_  
Place, date

Confirmation received on:

\_\_\_\_\_  
Signature of the company of  
the Haus Cramer Group

\_\_\_\_\_  
Place, date