

# Code of Conduct CoC



Husarich GmbH. Peutestr 53d 20539 Hamburg Germany  
quality@husarich.com

Husarich GmbH strives to conduct business in a responsible way, based on respect for human and labour rights, for the protection of health, safety and the environment as well as on the prevention of corruption. Companies involved in the trade or smuggling of illegal drugs, weapons or other illegal goods are not acceptable partners for Husarich GmbH.

This Husarich Code of Conduct (CoC) strengthens the continued implementation of our commitment to international standards such as the Universal Declaration on Human Rights, Convention on the Rights of the Child, the Core Conventions of the International Labour Organisation (ILO), the OECD Guidelines for Multinational Enterprises and the 10 principles of the UN Global Compact. This CoC stipulates the minimum requirements that suppliers shall respect and meet within their own operations and within their supply chain. We are aware, that reaching the standards established in this CoC, is a dynamic process and encourage suppliers to continuously improve their operations and have a dialogue with us about the challenges they face.

## 1 Compliance with legal requirements

In addition to adherence to this CoC, Husarich GmbH expects all suppliers to comply with all applicable national laws and regulations, industry minimum standards and any other relevant legal requirements of the countries in which they operate. In case there is a conflict between this Code and national legislation the highest standard shall apply.

## 2 Modern slavery and forced labour

The supplier shall not use any form of forced, bonded or slave labour.

All documents relating to employment relationships shall be available to employees in a language they understand or explained verbally in a language they understand, if required. Supplier must ensure that employees are not required to make deposits or payments to employers or labour providers to obtain work.

Employees are not required to surrender their identification documents such as passports or identity cards. If retention of identification documents is legally required, employer must ensure that employees can access and retrieve their identification papers any time.

Employees have the right to leave the premises of the supplier after completing a standard workday and are free to terminate their employment provided that they give reasonable legal notice to the supplier.

Neither the company nor any entity supplying labour to the company shall withhold any part of any employee's salary, benefits, property or documents in order to force such employee to continue working for the company.

## 3 Freedom of association and the right to collective bargaining

All employees shall have the right to form, join and organize trade unions of their choice and to bargain collectively on their behalf with the supplier. The interests of the employees shall be respected without the fear of threats or harassment. In situations where the right to freedom of association and collective bargaining is restricted by applicable laws and regulations, Husarich GmbH expects suppliers to allow alternate forms of freely elected and effective worker representations.

The company shall ensure that representatives of workers and any employees engaged in organizing workers are not subjected to discrimination, harassment, intimidation, or retaliation for reason of their being member of a union or participating in trade union activities, and that such representatives have access to their members in the workplace.

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## 4 Fair and equal treatment

All employees shall be treated with respect and dignity, based on their individual ability and qualifications. Any form of discrimination in hiring and employment practices, on the ground of race, gender, age, religion, caste, national origin, disability, political affiliation, sexual orientation, pregnancy, family responsibilities, marital status or union membership, must not be tolerated. Medical tests that are not relevant for performing the particular job are not to be conducted.

Employees shall not be subject to any physical, sexual, psychological or verbal harassment or inhuman treatment nor is there to be the threat of any such treatment. Disciplinary procedures shall be fair, clear and communicated to all employees.

## 5 Compensation

All employees shall be timely paid at least the national legal minimum wages. Details about wages and benefits shall be clear and provided in language understood by employees before starting the employment. All employees shall also be provided legally mandated benefits, including holidays, leaves and statutory severance when employment ends. Deductions from wages and benefits as a disciplinary measure shall not be permitted.

## 6 Working hours

Working hours shall comply with the national laws and/or collective bargaining agreements. It is recommended that regular working hours do not exceed 48 hours per week and maximum overtime is 12 hours per week. Overtime shall be voluntary, and always be compensated at a premium rate as defined by national law. In countries where working hours are not limited by national law, for the sector in question, adequate rest periods shall be regulated between the supplier and the employees. A transparent and reliable system for records of working hours and wages for all employees shall be in place.

Workers shall be granted annual leave and sick leave to which they are entitled according to national legislation, without any form of negative sanctions. In case of pregnancy, female workers shall be given maternity leave in accordance with the national legislation.

An employee is entitled to at least one free day following six consecutive working days.

## 7 Occupational health and safety

The supplier shall provide its employees with a working environment that is safe, hygienic and conducive to good health. Supplier shall regularly identify, evaluate and eliminate health and safety risks whenever possible.

The supplier shall establish and follow clear instructions on occupational health and safety and take effective steps to prevent potential accidents and injury. Appropriate and effective personal protective equipment must be provided as needed, as well as securely equipped workstations. As a minimum, potable drinking water and adequate lighting, temperature, noise prevention, ventilation and sanitation shall be provided. The supplier shall provide regular and recorded health and safety training to all employees, and such training must be repeated for all new or reassigned employees.

If the supplier provides accommodation, it shall be clean and safe and meet the basic needs of the employees. Accommodation shall be clearly segregated from the production area and employees shall be able to enter and leave the accommodation freely at any hour.

Workplace practice and conditions in dormitories that violate basic human rights are forbidden. In particular, young workers shall not be exposed to hazardous, unsafe or unhealthy situations.

All employees shall have the right to remove themselves from imminent serious danger without seeking permission from the company.

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## 8 Prohibition of child labour

Child labour is prohibited.

According to ILO the term “child labour” is defined as work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. No child younger than 15 years is allowed to work, subject to exceptions allowed by national or international law. The supplier shall have reliable age verification checks as part of the recruitment process and keep records, to ensure that no underage persons work in the suppliers operation. In addition, the supplier shall develop a child labour prevention and remediation plan that enables children to attend and complete compulsory education.

The company may employ young workers (<18 years), but where such young workers are subject to compulsory education laws, they may work only outside of school hours. Under no circumstances shall any young worker’s school, work, and transportation time exceed a combined total of 10 hours per day, and in no case, shall young workers work more than 8 hours a day.

Young workers under the age of 18 shall not be employed to work at night or under conditions that are hazardous or unsafe to their physical and mental health and development.

## 9 Environmental protection

The supplier shall have procedures in place to secure compliance with the requirements of applicable environmental legislation and regulations. The supplier shall have knowledge of the environmental impacts of its operations and supply chain and shall continuously strive to reduce impacts and improve environmental performance in a systematic way.

Procedures and standards for waste management, handling and disposal of chemicals and other dangerous materials, emissions and effluent treatment must meet or exceed minimum legal requirements. Improvements should cover reduction of energy and water use, emission and waste as well as the reduction and/ or substitution of hazardous materials.

## 10 Prohibition of bribery, corruption and illegal activities

The supplier shall work to prevent all forms of corruption, including extortion and bribery. The supplier shall never offer or promise any improper advantage in order to obtain or retain a business or other advantage from a third party. The supplier shall not pay or accept bribes, arrange or accept kickbacks.

The supplier shall comply with all applicable national laws and regulations. The supplier must not be involved in the trade or smuggling of illegal drugs, weapons or other illegal goods

## 11 List of references to international conventions and declarations

- Universal Declaration on Human Rights [www.un.org](http://www.un.org)
- International Labour Organisation (ILO) [www.ilo.org](http://www.ilo.org)
- The OECD Guidelines for Multinational Enterprises [www.oecd.org](http://www.oecd.org)
- The 10 principles of the UN Global Compact [www.unglobalcompact.org](http://www.unglobalcompact.org)
- Elimination of all forms of forced and compulsory labour - ILO conventions 29 and 105
- Freedom of association and the effective recognition of the right to collective bargaining - ILO conventions 87 and 98
- Effective abolition of child labour - UN Convention on the Rights of the Child / ILO conventions 138 and 182
- Elimination of discrimination in respect of employment and occupation - ILO conventions 100 and 111

16.12.2019

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The supplier shall define and implement the principles described in this CoC in its own business or have at least equivalent standards adopted and conduct its business in accordance with this standard. The supplier shall make these principles available in the primary local language to all its employees.

The supplier shall periodically and systematically review how the operations match the requirements of this Code of Conduct. The supplier shall have a system in place to implement and communicate the principles within its supply chain. The supplier shall be able to provide evidence of implementation and monitoring of the content of this Code of Conduct towards its sub-suppliers and its full supply chain.

Hamburg, December 16<sup>th</sup>, 2019

