

# Code of conduct for business partners

of the Bundesdruckerei Group

## Introduction

The Bundesdruckerei Group is committed to meeting its responsibility to society and to its staff, to customers and business partners as well as its owner. That's why the Group undertakes to observe clear principles as a framework for entrepreneurial and commercial activities.

For us, economic success and moral commitment are not contradictions, but an indispensable prerequisite for sustainable, positive economic activity.

This Code of Conduct describes fundamental principles and values that should guide all employees and business partners.

It is our declared goal to implement these principles and values together with our business partners. We assume that our business partners act according to the same or similar principles as we do and that they support us in doing so.



## 01 Law-abiding conduct

Our business partners strictly comply with laws and other regulations nationally and internationally. They are mindful that legal and social norms change over time. They therefore continuously review their conduct and adapt it according to the requirements.



## 02 Ecological responsibility

### 2.1 Environmental and climate protection

Our business partners are committed to contributing to environmental and climate protection and to adopting a precautionary approach to their environmental and climate impacts in all business activities. In doing so, they comply with all applicable national and international environmental laws and regulations and hold all necessary permits and/or licenses.

### 2.2 Resource and energy consumption

Our business partners ensure energyefficient and environmentally friendly use of resources.

### 2.3 Environmentally friendly production

Our business partners ensure safe and environmentally sound development, production, transport and disposal for all their products. In doing so, they avoid or reduce all negative impacts on biodiversity, climate and water quality as best as possible.

### 2.4 Waste and waste water management

Our business partners ensure that all waste and waste water is disposed of or discharged in a safe and environmentally sound manner in accordance with applicable regulations.

### 2.5 Chemicals

Our business partners supply the Bundesdruckerei Group with no products containing any chemicals as defined in Article 3 (1) (a) and Annex A of the Stockholm Convention dated 23 May 2001 on persistent organic pollutants.

## **2.6 Mercury**

Our business partners ensure that products supplied to the Bundesdruckerei Group have neither been manufactured with mercury nor mercury compounds nor mercury waste that has been treated in a professional process.

## **2.7 REACH regulation and RoHS directives**

Our business partners are aware of the REACH Regulation on the Registration, Evaluation, Authorization and Restriction of Chemicals and the RoHS Directive on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment and ensure compliance with them.



# **03 Social responsibility**

## **3.1 Health protection and occupational safety**

Our business partners ensure that the national and international regulations for occupational health and safety applicable at the place of employment are in compliance. They also constantly strive to improve and develop working conditions.

## **3.2 Child labour**

Our business partners do not tolerate any kind of child labour and respect the minimum age for admission to employment.

## **3.3 Forced labour**

Our business partners do not tolerate any kind of forced labour.

### **3.4 Discrimination**

Our business partners undertake to prohibit any form of discrimination and to take decisive counter measures. In particular, they are to ensure that there is no discrimination within their sphere of influence on the grounds of colour, gender, age, nationality, political or religious beliefs, social or ethnic origin, disability or sexual orientation.

### **3.5 Remuneration**

Our business partners pay their employees a living wage on an ongoing basis in accordance with the remuneration regulations applicable to the place of employment.

### **3.6 Freedom of association**

Our business partners respect the right of freedom of association and freedom of association of their employees and respect all national and international laws applicable at the respective place of employment, such as the right to strike or the right to collective bargaining.

### **3.7 Security forces**

Our business partners engage no private or public security forces to protect the company should their deployment violate applicable human rights, civil liberties or labour laws.

### **3.8 Working time**

Employees' working hours must comply with all applicable national or international laws or, in the absence of laws, with appropriate industry standards.

### **3.9 Eviction**

Our business partners reject any form of unlawful eviction and expropriation for the acquisition, construction or other use of land, forests and waters.

### **3.10 Human rights**

Our business partners respect and support the observance of all other national human rights applicable at the place of employment as well as any internationally applicable human rights.



## 04 Ethical business conduct

### 4.1 Dealing with business partners

Our business partners cultivate a trusting, fair, correct and reliable interaction with customers, representatives of public authorities, suppliers and other business partners. They fulfil their agreements and contracts and comply with statespecific laws and regulations.

### 4.2 Dealing with confidential information

For our business partners fair and trusting dealings with customers, suppliers and business partners includes maintaining secrecy about confidential information.

### 4.3 Data privacy protection

Our business partners are committed to complying with all laws, policies and regulations related to data privacy protection.

### 4.4 Competition and antitrust law

Our business partners will not make any collusive arrangements in violation of competition and/or anti-trust laws.

### 4.5 Bribery, corruption and fast-track payments

Our business partners do not tolerate any form of bribery or corruption, do not pay fasttrack amounts and do not accept them under any circumstances.

### 4.6 Dealing with gifts and other benefits

As a matter of policy, our business partners do not take or give inappropriate gifts or other gratuities.

### 4.7 Anti money laundering

Our business partners comply with all laws and regulations relating to money laundering or the support and financing of terrorist activities.

### 4.8 Cooperation with public authorities

Our business partners do apply the highest ethical standards in their work, especially with public bodies, public officials and international authorities, and they comply with laws and regulations. They also agree this obligation with their business partners.

#### **4.9 Conduct in the case of secondary employment and equity investment**

Our business partners avoid conflicts of interest arising from secondary employment and equity investments.

#### **4.10 Export control and customs**

Our business partners ensure compliance with all export control and customs regulations.

#### **4.11 Tax law**

Our business partners ensure that compliance with all tax regulations is observed.



## **05 Risk management**

Our business partners identify human rights and environmental risks in their supply chains and initiate appropriate measures immediately where necessary.



## **06 Notification and reporting of violations**

Information about weaknesses or other circumstances that lead to legal violations can be submitted anonymously, in particular via our electronic Whistleblower system. Any notifications are treated confidentially. Should the identity of the whistleblower be known, it is to be kept secret upon request. The Bundesdruckerei Group assures whistleblowers that no steps are undertaken to identify the whistleblower in the event of an anonymous report. Abusive use is excluded from this. Denunciations of any kind are not tolerated.



## 07 Implementation of the code of Code of Conduct

Our business partners undertake to inform the Compliance department of the Bundesdruckerei Group in the event of a violation of the Code of Conduct immediately. The Bundesdruckerei Group can monitor compliance with the regulations set out in this Code of Conduct with the help of prevention and control measures at all of the business partner's locations. In the event of violations of the values and principles listed in this Code of Conduct or failure to meet the requirements, the Bundesdruckerei Group reserves the right to take appropriate measures, up to and including suspension or termination of the business relationship. More details are contractually regulated.



## 08 Concluding remarks and further information

Economic success and moral commitment are not contradictory for our corporate group, but are indispensable prerequisites for sustainable positive corporate development. That includes offering products and services of the highest quality. It also means that our employees conduct their business with integrity. We expect the same from our business partners. Violations of these Guidelines will not be tolerated by the Bundesdruckerei Group.



## 09 Your contact for compliance issues

Email: [compliance@bdr.de](mailto:compliance@bdr.de)