

## ETHICAL CODE

## Commitment to ethical and social responsibility of Dr. Otto Suwelack Nachf. GmbH & Co KG

We regard our employees as our most valuable asset. Our business culture is characterised by honesty, trust, respect and open communication.

For us it is self-evident to comply with all applicable national laws and regulations, industry minimum standards, ILO and UN conventions, and any other relevant legal requirements regarding labour law and human rights.

In our company the interests of the employees are represented by a works council, which consists of employees from different departments. There are no obstacles which restrict our employees to join a trade union.

No form of discrimination is tolerated.

Working hours, vacations, and wages paid for regular working hours and overtime are in line with the legal regulations and the labour contracts respectively. Overtime is worked on a voluntary basis.

It is important to us to create a healthy and safe workplace for all employees. Therefore, the working conditions are strictly monitored. Safety officers make sure that potential risks are detected and removed. We perform regularly health checks. Comprehensive liability insurance is a matter of course.

Dr. Suwelack is against any kind of exploitation of children. We do not employ children. We exclude the use of forced or involuntary prison labour.

We are committed to high ethical standards also in our business relationships. Bribery and corruption and are not tolerated.

With regard to waste management, waste water treatment and the handling and disposal of chemicals and other hazardous substances, we strictly comply with legal requirements.

We expect the same high ethical and social responsibility that we demand of ourselves from our suppliers and business partners.

Billerbeck, M. J. 27

Managing Director