



**Hueck Folien**

## **Code of conduct for suppliers and subcontractors**

**At Hueck Folien's location following points have to be considered by suppliers and subcontractors:**

### **Health and Safety Principles**

Health and Safety of all employees and partners is of primary importance for Hueck Folien. We expect this high priority also from our suppliers, especially if they work on the premises of Hueck Folien, to avoid any harm to our and your employees.

The following principles and rules are binding for all activities on our premises:

- Worker's safety has higher priority than productivity
- Worker's safety must be driven actively
- Worker's safety is the manager's task, but
- Everyone is responsible for his own safety and the safety of his co-workers

The following rules are mandatory for each delivery or pick-up:

- Smoking is prohibited on the premises of Hueck Folien!
- Safety shoes with toe protection are mandatory during loading activities!
- Entering production and warehouse areas is prohibited!
- Sufficient and appropriate load securing measures have to be on the truck!

### **Environmental Principles**

Legal compliance and continuous improvement of all processes with an environmental focus are tasks of Hueck Folien.

This requires also the commitment of our suppliers to environmental protection as an important and necessary element. We expect from our suppliers:

- regulatory compliance
- minimization of emissions and waste, as well as energy and material consumption
- raw material and process selection under environmental aspects



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### **Hygiene Principles**

To guarantee the quality of the engineered films and flexible packaging materials, we apply hygiene standards, which are also mandatory for our visitors and contractors:

- Appropriate and clean workers clothes (coats for visitors) are required
- Hair nets are mandatory in all production and warehouse areas
- Jewellery is prohibited in all production and warehouse areas
- Smoking, drinking and eating is prohibited in all production and warehouse areas
- Clean your hands before entering the production areas
- follow all instructions of Hueck Folien employees

### **Protection of assets**

All Hueck Folien employees are instructed to do their utmost to preserve the assets of Hueck Folien. This requirement is also made to employees of suppliers and their subcontractors.

Assets are not only tangible goods (like money, supplies, computers, etc.), but also intangible goods and intellectual property (like idea, concept or know-how).

Theft, embezzlement, infidelity, fraud, carelessness and waste are not tolerated and will be brought to the attention of the security officer of Hueck Folien. Against such misconduct is strictly followed. Depending on the seriousness of the offense, appropriate consequences will be applied - ranging from a warning to claims for damages and / or a complaint to the prosecutor.