

Code of Conduct

Our code for merchandise and non-traded goods (Revised: April 2019)

TRIGEMA Inh. W. Grupp e.K. established in 1919 in the Swabian town of Burladingen is a family-owned company and stands for state-of-the art production technology, high social and economic standards and a commitment to job retention in Germany. We believe in values not just in the economic sense but also in a moral context. For us, commercial success and ethical behaviour are inseparably linked. Sustainability can only be achieved if ethical values and principles are pursued at all levels.

The fundamental requirements in this regard are laid down in the company's Code of Conduct and are binding for all employees of TRIGEMA Inh. W. Grupp e.K. and its subcontractors. The clear principles and rules form the basis of the self-commitment of TRIGEMA Inh. W. Grupp e.K. and all its business partners. TRIGEMA endeavours to exceed these minimum standards wherever possible.

1. Scope of application

The Code of Conduct forms the basis of all business relationships and covers all production processes and facilities for goods purchased by TRIGEMA, be they merchandise or non-traded goods. All business partners undertake to adhere to the principles laid down in the Code of Conduct.

2. Compliance with statutory regulations

All business partners of TRIGEMA fully comply with all applicable statutory regulations and rules, including labour and social welfare legislation and regulations for the protection of the environment.

Labour agreements and similar contracts must not obviate the principles laid down in the Code of Conduct.

All textile materials that are purchased from our suppliers comply with STANDARD 100 by OEKO-TEX®.

3. Corporate values

The keys to the success of TRIGEMA are its competence and commitment and the responsible behaviour of all its employees. The corporate philosophy emphasises the importance of fairness, tolerance and awareness of the needs of others and the environment. This can only be achieved by adhering to the following principles:

- Compliance with the law and ethically responsible behaviour
- Being aware of and working within the legal and cultural framework conditions
- Treating all co-workers and other people with respect, courtesy and fairness

- Considering the interests of customers and other business partners
- Acting with social responsibility and commitment to the community in mind
- Refraining from any form of discrimination based on gender, race, religion, etc.
- Acting professionally, reliably and with fairness in all business relationships

4. Relationship with co-workers and business partners

All employees must be treated with respect and dignity. Any form of harassment or bullying, be it physical, psychological, sexual or verbal is strictly forbidden. Disciplinary measures must be within the law and must not contravene internationally recognised human rights.

All relationships with business partners must be based on mutual trust, reliability and sustainability. Our business partners expect us to be truthful and courteous in all our actions and need to be treated with respect and in the spirit of fairness. Decisions therefore need to be made and communicated in a transparent way. This also applies to the behaviour of management towards subordinate staff and to all interactions between workers.

5. Prohibition of discrimination

We do not tolerate discrimination in any form. All employees must be treated in the same way. Nobody must be discriminated against or harassed for his or her race, colour, nationality, ethnic origin, gender, sexual orientation, religion, beliefs or political views, age, physical ability or look. All employees undertake to respect the personal sphere of others.

Sexual harassment and bullying are not tolerated.

6. Working hours

The regulation of working hours is governed by the respective national labour legislation and the basic principles developed by the International Labour Organisation (ILO). These include freedom of association, the right to collective bargaining, the elimination of forced labour and child labour and the prohibition of discrimination in employment and occupation.

7. Remuneration

All business partners of TRIGEMA must pay their workers the minimum wage customary within the industry or the statutory minimum wage, whichever is the greater. Overtime must be remunerated according to the statutory requirements or at the rates that are customary within the industry. The paid wages should be sufficient to cover the basic living expenses of workers. All employees must be entitled to at least the statutory social benefits.

It is forbidden to make illegal or unjustified deductions from wages to sanction an employee. All workers must from time to time be informed of the way their wages are calculated and the deductions that are made. This information must be provided so that all workers are able to understand it. Wages must be paid as is most suitable for the employee, for example by cheque or bank transfer.

8. Documentation of employment contracts and terms

All employees must be given a formal contract outlining their terms and conditions of employment. The business partners of TRIGEMA undertake to document the employment terms and conditions and to furnish workers with written contracts. Employment contracts must contain information regarding the working time, employment conditions including wages, pay, social insurance contributions, entitlement to leave and terms of termination.

All business partners of TRIGEMA must refrain from any attempts to circumvent the applicable labour and social welfare laws, or the principles laid down in the Code of Conduct, for example by labelling employment as training, by subcontracting work that is normally performed by direct employees or similar schemes.

9. Occupational health and safety

Occupational safety is one of the main priorities of TRIGEMA. All business partners and employees of TRIGEMA undertake to strictly adhere to all safety regulations and to act at all times with safety in mind. This applies of course to all hazards that might occur at the workplace of an employee. The relevant supervisor must be notified without delay of all accidents, including near-misses, and any potentially dangerous situations.

The heads of the business divisions are responsible for the implementation and continuous monitoring of safety measures and organisational structures within their divisions. Senior staff are responsible for the safety of their subordinates and must instruct, train and supervise their staff as required. All senior staff must carry out risk assessments in order to identify and assess risks to their staff and other people. They must further organise adequate preventive medical care.

10. Protection of the environment

TRIGEMA is committed to protecting the environment. Sustainable production of all its goods has been declared a corporate objective. The following principles apply:

- We protect our environment by protecting all natural resources and by avoiding or at least minimizing emissions that might adversely affect humans or nature.

- In the development, design, production, packaging and dispatch of our products, we take into account the requirements of sustainability and environmental protection.
- These requirements also guide us in the improvement of processes and the introduction of new machinery or products.

All our business partners must comply with the statutory regulations for the protection of the environment and workplace safety.

Training sessions focusing on environmental protection issues form an integral part of our staff qualification programmes. For the disposal of waste, the most environmentally friendly method that is commercially viable must be chosen. In the event of incidents that might impact on the environment, the relevant officers within the company must be properly informed without delay. Where required, these officers will then alert the relevant authorities.

11. Freedom of association

All workers are entitled to set up a labour organisation or trade union or to join such an organisation of their choice for the purpose of collective bargaining.

12. Information and communication

A copy of this Code of Conduct in the local language must be made available to all employees of the business partners of TRIGEMA, and a copy of the document must be displayed at the place of work. Any person who has knowledge of a potential infringement of the Code of Conduct is encouraged to contact TRIGEMA directly and to inform us of the relevant incident or non-conforming practice.

Contact

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