

Declaration of social, ethical, economic and environmental standards



Hilcona AG calls for cooperation from its suppliers and their suppliers to act according to social, ethical, economic and ecological minimum standards along the entire supply chain. Key points for the requirements are fair working conditions, renunciation of exploitative working conditions (child labour or forced labour) and compliance with fundamental human rights in the production and supply chain.

The undersigned hereby declares compliance with the following standards:

No discrimination

- Of persons on the basis of gender, age, religion, race, caste, birth, social background, disability, ethnic or national origin, nationality, membership of employee organisations including trade unions, political membership or views, sexual orientation, family responsibilities, marital status or other circumstances.

Appropriate remuneration

- The principle of fair remuneration is to be upheld, so that pay is sufficient for workers and their families to enable them to lead a dignified life.
- Payment of the statutory minimum wage or, if higher, adhesion to the industry standards that are approved on the basis of collective bargaining.
- Wages are to be paid on time, regularly and in full via a legal means of payment.
- The amount of pay must reflect the qualifications and level of education of the employee and relate to the regular working hours.

Reasonable working hours

- The principle applies that employees should not work more than 48 regular hours per week. However, temporary exceptions can be set. Applicable national legal regulations, industry benchmark standards or collective agreements are possible.
- The use of overtime should remain an exception, should be voluntary, is to be paid at a premium rate of not less than one and a quarter times the normal rate, and must not present a considerably higher likelihood of occupational risks. The right to rest breaks must be granted.

Occupational safety

- Employers must ensure healthy working and living conditions. Vulnerable individuals such as young workers, young mothers and pregnant women, as well as people with disabilities receive special protection. Employers should comply with the occupational safety and health regulations or, if the national legislation is inadequate or poorly implemented, international standards.
- The employer ensures that systems for the identification, evaluation, prevention and combatting of potential risks for the health and safety of workers are in place. They must take effective measures to prevent potential accidents, injuries and diseases among employees, and promote active cooperation between the management and workers and/or their representatives.
- Access to clean drinking water, safe and clean eating and rest areas, as well as clean and safe areas for preparing and storing food are to be ensured. In addition, all workers must be provided with effective personal protection (PPE) free of charge at all times.

Special protection for young workers

- For young workers it should be ensured that they do not carry out any night work and are protected against working conditions that jeopardise their health, safety, morale and development, and that working hours do not affect their participation in vocational training programmes.

No precarious employment

- An employment relationship must entail neither uncertainty nor a social or economic threat to its workers. Before entering into the employment relationship, partners must provide employees with comprehensible information about their rights, duties and working conditions, including working hours, remuneration and payment terms.
- The employer must strive to provide decent working conditions that support workers, both women and men, in their role as parents or carers too, especially with regard to migrant and seasonal workers, whose children may have been left behind in the hometowns of the migrants.
- An employment relationship may not be used in such a way that it deliberately does not correspond with the purpose of the law. In addition, the use of subcontracting agreements should not serve to undermine the rights of employees

No forced labour

- Any form of servitude, forced or compulsory labour, bonded labour, trafficking in human beings or involuntary labour is prohibited.
- Business partners risk allegations of complicity being made against them if they benefit from these forms of work via their workers.
- Business partners grant their employees the right to leave their jobs and to terminate their employment relationship in compliance with a reasonable period of notice to the employer.
- Business partners ensure that employees are not exposed to any inhuman or humiliating treatment, physical punishment, mental or physical coercion or verbal abuse. Disciplinary measures are to be put down in writing and must be explained to employees verbally in clear and understandable terms.

Ethical business practices

- Corruption, extortion, embezzlement, any form of bribery, and offering or granting unfair financial or other incentives are not permitted.
- It is expected of business partners that they provide correct information about their activities, structure, and performance and disclose these in accordance with the applicable provisions and industry benchmark practices. Besides this, they must collect personal data (including data from workers, business partners, customers and consumers in their sphere of influence) with reasonable care, use it and otherwise process it. This collection, use and other processing of personal data must be carried out in accordance with the legislation and legal requirements regarding data protection and information security.

Company: _____ **Date and signature:** _____