



## The helsa<sup>®</sup> Code of Conduct

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The following regulations are based on the recommendations of the BSCI (Business Social Compliance Initiative) and along the line with relevant Declarations of the United Nations, the OECD guidelines for multinational enterprises and the UN Global Compact.

### Legal Compliance

Compliance with all applicable laws and regulations, industry minimum standards and UN conventions.

### Freedom of Association and the Right to Collective Bargaining

In situations or countries in which the rights regarding freedom of association and collective bargaining are restricted by law, parallel means of independent and free organization and bargaining shall be facilitated.

### Prohibition of Discrimination

No discrimination shall be tolerated on the basis of gender, age, religion, race, caste, social background, disability, ethnic and national origin, nationality, membership in workers' organizations including unions, political affiliation, sexual orientation, or any other personal characteristics.

### Compensation

Wages paid for regular working hours, overtime hours and overtime differentials shall meet or exceed legal minimums and/or industry standards. Illegal or unauthorized deductions from wages shall not be made.

### Working Hours

Overtime hours are to be worked solely on a voluntary basis. The maximum allowable working hours and the maximum allowable overtime hours shall not exceed the legal maximum. An employee is entitled to at least one free day following six consecutive days worked.

### Workplace Safety

A clear set of regulations and procedures must be established and followed regarding occupational health and safety. Workplace practice and conditions which violate basic human rights are forbidden.

### Prohibition of Child Labor / Forced Labor

Child labor is forbidden as defined by ILO and United Nations conventions and/or by national law. Of these various standards, the one that is the most stringent shall be followed. Any forms of exploitation of children are forbidden. All forms of forced labor are forbidden as is prisoner labor that violates basic human rights.



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### Environment and Safety Issues

Procedures and standards for waste management, handling and disposal of chemicals and other dangerous materials, emissions and effluent treatment must meet or exceed minimum legal requirements.

### Prohibition of Corruption and Bribery

**helsa**'s principle is it to be globally compliant to laws and regulations. Corruption and disloyalty are not tolerated. Acceptance and offering of gifts, benefits and other advantages are handled with highest care, business partners are not brought into doubtful situations. **helsa**® employees are informed and trained accordingly. Contradictions and non-compliant behaviour is made available to the management, protection is given to whistleblowers and channels to forward such information are easily accessible both in electronic (compliance@de.helsa.com) and in written form.

The **helsa**® Code of Conduct is the superior element of the **helsa**® business policy and compulsory for all **helsa**® employees in Management responsibility. The compliance with this Code of Conduct implies a zero tolerance policy regarding any disregard or violation of this code and might cause personal sanctions for the responsible manager.

Dr. Rainer Ernst - CEO

Matthias Schmidt - Head of Production

Jörg Weber - Head of R&D

Natalie Reich - Head of Purchasing

Regina Hoffmann - Quality Manager

Irma Klier - Head of Quality Assurance

Michael Hartmann - Key Account Manager

Jessica Weber - Key Account Manager