



## The helsa® Code of Conduct

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

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.

### Prohibition of Forced Labor

All forms of forced labor are forbidden as is prisoner labor that violates basic human rights.

### 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.

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.

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