

Code of conduct of VKF Renzel

This Code of Conduct is binding for all employees and suppliers of VKF Renzel and is essentially based on the principles of “United Nations Global Compact”. It combines our requirement of compliance with law and justice as well as ethical behaviour. The Code of Conduct represents a claim on us, at the same time it is a promise to our customers.

1. Compliance with laws

All applicable national laws and regulations, industrial minimum standards, ILO and UN conventions and all other relevant statutory provisions must be adhered to; in this respect, those rulings setting the strictest requirements must be applied.

2. Freedom of association and the right to collective negotiation

In situations or countries in which the right to freedom of association and collective negotiation is restricted by law, alternative possibilities of independent and free organisation and negotiation must be created for the employees.

3. Prohibition of discrimination

Any form of discrimination when employing personnel, in remuneration, access to further training, promotion, ending of an employment relation or retirement based on gender, age, religion, race, social background, handicap, ethnic or national origin, nationality, membership of employee organisations – including trade unions –, political views, sexual inclination or other personal characteristics is forbidden.

4. Wages

Wages for normal working hours and overtime must correspond to or exceed the statutory minimum wages or industrial standards. No illegal or unauthorised wage deductions or wage deductions as punishment must be made. In cases in which the statutory minimum wages or industrial minimum standards do not cover the cost of living and do not leave any additional, freely disposal income, companies pay their employees appropriate remuneration that covers these basic needs.

5. Working hours

The supplier company must adhere to applicable national laws and industrial standards on working hours. The maximum permitted weekly working hours under national legislation shall apply; nevertheless, 48 hours must not be exceeded on a regular basis. No more than 12 hours of overtime must be worked per week. Overtime must be worked exclusively on a voluntary basis and must be remunerated separately. All employees have the right to at least one free day following six consecutive working days.



6. Manufacturing

Careful planning of work steps reduces raw materials wastage. The use of natural resources ensures environmentally friendly disposal. The conscious use of raw materials prevents the creation of toxic gases or decomposition products. The creation of the largest possible packing units reduces emissions and saves packing material.

7. Health and safety at the place of work

Clear rules and procedures for ensuring health and safety at the place of work must be introduced and followed. Practices and conditions at the place of work and in the sleeping areas that violate fundamental human rights are prohibited. In particular, juvenile employees must not be exposed to dangerous, unsafe or health-endangering situations.

8. Prohibition of child labour

Child labour is prohibited under the provisions of the ILO and United Nations conventions and/or by national law. Of these various standards, the one imposing the strictest requirements must be applied. Any form of exploitation of children is forbidden.

9. Prohibition of forced labour and disciplinary measures

Any form of forced labour, resulting for example from the provision of a deposit or the withholding of identification papers at the start of the employment relation, is forbidden. Prison labour that violates fundamental human rights is prohibited. Also forbidden is the imposition of physical punishment as well as the use of physiological or physical intimidation and verbal insults.

10. Environmental and safety matters

Procedures and standards for waste management, dealing with chemicals and other dangerous substances, including their disposal, as well as for emissions and the handling of waste water must correspond to or exceed the statutory minimum requirements.

11. Disposal of residual materials and waste

Recycling by certified disposal companies is supported through the sorting of residual materials into single types.

12. Management systems

The supplier company determines a policy of social responsibility which it implements through a management system which ensures that the requirements of generally recognised rules of conduct can be complied with, and national and international statutory provisions (e.g. BSCI, ILO) adhered to. An anti-bribery and anti-corruption policy is pursued in all business areas.