
CODE OF CONDUCT

0 Prerequisites

The beeline GmbH Code of Conduct is based on standards set by the International Labour Organization (ILO) and combines other current international standards.

0.1 Legal Compliance & Intellectual Property Rights

beeline requires all suppliers and their sub-contractors to comply with national and other applicable law always. Where the provisions of the law and the Code of Conduct address the same subject, suppliers must apply that provision which affords the greater protection of workers or the environment.

The intellectual property rights of third parties will be respected by all concerned. Thus, unlawful copies are neither offered, nor produced.

0.2 Employment Conditions

In addition to the general requirement that all suppliers extend the principle of fair and honest dealings to all others with whom they do business, we also have specific requirements relating to employment conditions based on respect for fundamental human rights. These requirements apply not only to production of beeline GmbH, but also to the production for any other third party.

0.3 Monitoring & Transparency

Suppliers ensure an open and transparent attitude towards beeline which includes full access to documents, facilities and employees, if required. Suppliers must allow beeline and its representatives, as well as authorized third parties, to conduct audits, no matter if announced or unannounced. If any violation is found during the assessment, a reasonable timeframe will be given to improve the infringements. Depending on the severity of the violation, beeline reserves the right to stop placing orders or expect the production to be immediately suspended until all corrective actions have been completed.

1 Child Labor & Minor Workers

Suppliers ensure that no worker younger than 16 years, or older, if it is required by local laws, is engaged in the production of beeline goods. Workers performing hazardous activities or working during night shift must be at least 18 years of age. Suppliers shall apply preventive measures to avoid the hiring of children.

II Involuntary Labor

II.1 Hiring Practices & Forced Labor

Suppliers must assure that workers are only hired based on their own free choice. All kinds of direct and indirect forced labor are strictly forbidden and thus not tolerated at all, which also includes the withholding of salary or personal documents.

II.2 Grievance Procedures & Disciplinary Measures

Suppliers shall establish grievance procedures for managing workers' complaints.

Disciplinary measures shall include effective conciliation procedures and be respectful and in line with local laws always.

III Discrimination & Harassment

No worker must be discriminated by any reason, harassed, abused or treated harsh, physically or verbally, at no circumstances.

Suppliers shall offer equal job opportunities according to the worker's abilities only and show consideration for diversity management.

IV Management System

Suppliers must apply an effective management system and maintain records properly. This covers production records, personnel files, labor contracts, attendance and payroll records and other business related documents as well as an efficient capacity planning method.

V Occupational Health & Safety (OHS)

V.1 General OHS Requirements

Suppliers must provide employees a safe and hygienic working place with sufficient light, heating and ventilation. All necessary preventive and emergency response measures must be prepared and applied. Each worker must be trained according to OHS regulations prior to start a new job as well as on a regular basis. Each worker who is engaged in special and/or dangerous operations must receive a special training fitting to his or her performed task. Where legally required, there has a Safety Officer to be assigned.

V.2 Building Safety & Fire Safety

beeline requires all production buildings to be unobjectionable which must be proven by governmental or qualified third party certificates. Additionally, there must be firefighting and fire preventing equipment and procedures provided and maintained. Fire and emergency evacuation drills must be held on a regular basis according to local laws, but at least once a year.

V.3 Chemical Safety

The safe handling of chemical substances is mandatory for protecting employees. Chemical substances must be stored properly and a chemical inventory and related MSDS must be kept at all times. Suppliers must work towards the elimination of hazardous substances listed in the

→ Zero Discharge of Hazardous Chemicals (ZDHC) Programme from the supply chain.

VI Working Time & Overtime Hours

Workers shall not exceed the working hours permitted by local laws, which are usually 40 or 48 hours per week, excluding overtime hours. Information about working time and overtime hours must be provided to each employee. Overtime hours shall be used in exceptional cases only and shall not exceed 2 hours a day or lesser if legally required.

Proper rest periods must be provided during the working day and between two working days. At least one day off during a seven-day period or two days off during a fourteen-days' period has to be given.

VII Remuneration

Payments, including wages, benefits and compensations, must be in line with local laws, on time, above the legally fixed local minimum wage and paid directly to the worker. Suppliers must provide a suitable premium rate for overtime hours, not less than 125% of the regular pay rate, basing on 30-days period, or higher, if required by law. Workers must be informed about all remuneration regulations. Suppliers must provide paid annual leave and bank holidays, at least as stipulated by local laws.

VIII Social Security

Social Insurance must be provided by the suppliers to their employees as required by local laws. The same is applicable for all other legally mandatory occupational insurances.

IX. Environment & Sustainability

Suppliers must comply with local laws according to environmental issues. Furthermore, beeline requires an efficient and proactive environmental management system and an assigned Senior Representative. The environmental impact of the production process shall be integrated into business decisions. Suppliers must aspire an efficient and respectful handling of resources, such as primary and secondary raw materials, valuables, water and energy, involved in the production process. Waste disposal, especially disposal of hazardous waste, must be in line with local laws and carried out by qualified companies. Where possible, there shall be methods applied to increase recycling. Emissions must be monitored and kept in records.

X. Homeworkers

Suppliers must maintain records about homeworking activities. All regulations outlined in this Code of Conduct are also applicable for homeworkers.

XI. Sub-contractors

Suppliers must maintain records about sub-contracting activities. All regulations outlined in this Code of Conduct are also applicable for sub-contractors. Sub-sub-contracting is strictly forbidden.

XII. Freedom of Association & The Effective Right to Collective Bargaining

Every worker is entitled to form, join and organize trade unions of their own choice and to bargain collectively on their behalf with the company. The rights must not be restricted by the supplier. The supplier must accept and implement collective agreements.

XIII. Business Integrity

Suppliers must apply preventive procedures to fight corruption and bribery.

XIV. Animal Welfare, Protection of Species & Nature Conservation

XIV.1 Animal Welfare

beeline loves animals. Thus, beeline perceives the right of treating animals with respect as universal. beeline does not accept any product from animal-derived raw materials of which production processes included harsh treatment of animals or even torturing animals.

XIV.2 Protection of Species & Nature Conservation

beeline does not accept products including raw materials, no matter if plant-based or animal-derived, that are listed as any kind of endangered on the [→ IUCN Red List](#).

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