

CODE OF CONDUCT

VERHALTENSKODEX





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Management Format Werk

Since its foundation almost 50 years ago, Format Werk has stood for the production of high-quality products from the renewable raw material wood. In doing so, we have high expectations of ourselves and attach great importance to the most modern quality standards.

We are convinced that our social and ecological commitment is an important aspect for the future of the company and our employees.

That is why we have decided to be pioneers in the field of environment and climate protection, which means pioneering environmental certificates and environmental seals of approval as well as actively initiating projects to improve our processes in order to create the best conditions for environmentally and socially just actions.

This Code of Conduct applies to

- employees
- business partners and suppliers
- supplying companies

of Format Werk GmbH and Format Werk Logistik GmbH equally.

It is intended to be the basis for the creation of common values and a binding guideline for economic, ecological and social actions with a clear orientation towards the future.

We work continuously on the further development of our processes and have them audited regularly by third parties. We also expect our partners to comply with this code and reserve the right to check this ourselves or through authorised third parties.



Applicable law

We undertake to comply with national and international laws and legal regulations. National legal regulations that are stricter than this Code apply in any case.

Human rights

We respect human rights and take precautions against all forms of forced labour and human trafficking, child labour and discrimination in connection with work and employment. This applies equally to our own business operations and in our supply chains.

We treat our employees with dignity and respect and respect the privacy and personal rights of each individual. We do not tolerate social misconduct or discrimination (based on disability, age, gender, ethnic origin, nationality, sexual identity, political opinion, race, religion or belief) or any form of harassment, coercion, violence or threats thereof.

Working conditions

We guarantee our employees jobs, working conditions and an environment that comply with all applicable laws and regulations with regard to safety, environmental protection and workers' rights.

Employment is based on a formal document, such as a contract of employment or a letter of engagement, which includes at least terms and conditions of employment, including wages, period of payment, holiday entitlement and social benefits to which they are entitled.

Working hours

The maximum working time may not exceed 48 hours in a regular working week. Overtime or overtime must be worked voluntarily and may not exceed twelve hours per week. After six consecutive working days, employees are entitled to at least one day off.

Salaries

Wages and salaries correspond to the statutory or industry-standard minimum wage level. Overtime is compensated in accordance with legal or industry standards. Employees receive regular pay slips and are informed about the composition of their wages in a form they can understand. Remuneration aims to cover at least the living expenses of employees and includes an amount for free disposal. Deductions from wages as a disciplinary measure are not permitted.

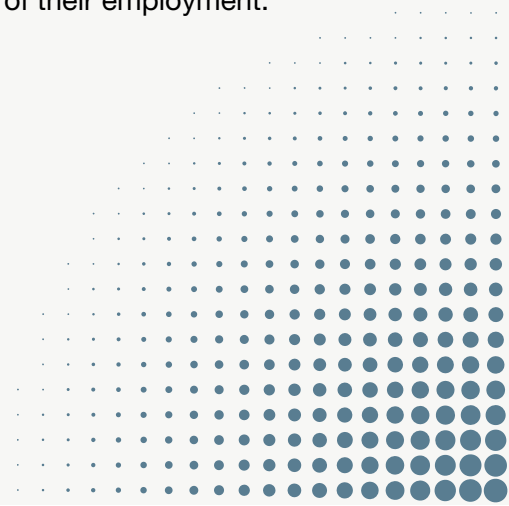
Occupational safety and Health

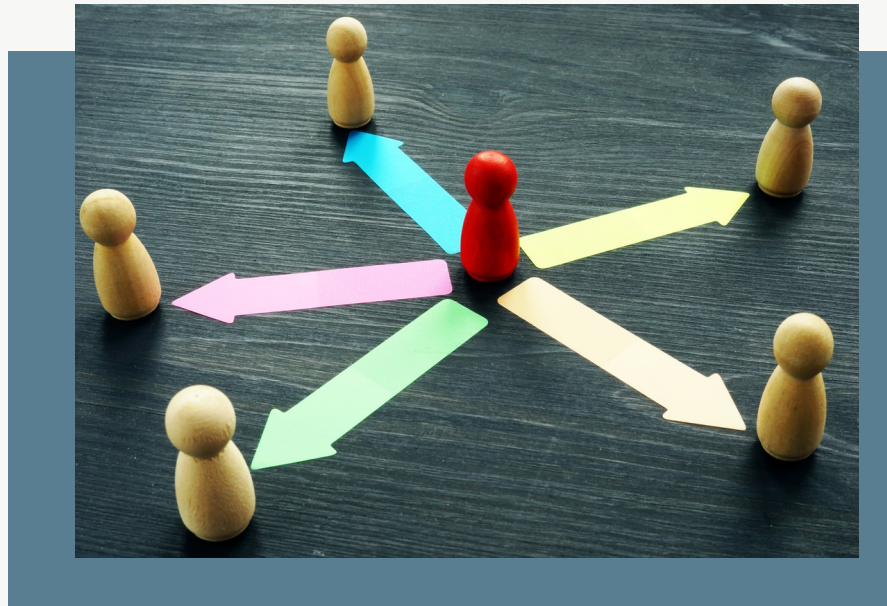
The performance of activities carried out in the Format plant and the condition of the workplaces comply with the relevant provisions, laws and regulations and do not endanger the safety and health of the employees.

All employees are regularly informed and instructed about applicable health protection regulations. Written records of this training are kept.

Right to association

All employees are entitled to form or join a labour organisation or trade union for the purpose of collective bargaining. They are also entitled to work for such organisations, provided that this does not interfere with the performance of their employment.





Acting responsible

We want to make a positive contribution to society and the environment with our behaviour and are committed to projects of various kinds. We enjoy the trust of our employees as well as that of our customers and business partners. We deal with possible negative effects of our actions and plan their avoidance consistently.

Donations and Sponsoring

Donations are a voluntary contribution by Format Werk GmbH in the form of cash or non-cash benefits. Donations are not matched by any consideration, whereas the receipt of appropriate consideration is the object of sponsoring.

With the help of sponsoring and donations, we express our commitment to society.

Since we are confronted with a large number of enquiries in this regard every day, we decided several years ago to give sponsoring and donations primarily to charitable-social projects. We specifically support social institutions or initiatives where help is needed and funds are scarce.

Dealing with bribery and corruption

Format Werk does not tolerate corruption of any kind in the course of our business activities. This includes the consistent rejection of bribery that could influence decision-making processes or our business activities in any way or even create the appearance of such influence.

We also do not tolerate the payment of bribes or the granting of other benefits with the aim of gaining a personal advantage.

Gifts, invitations and other benefits must comply with applicable laws and regulations and must not create an appearance of dishonesty or impropriety. Furthermore, the nature, value and frequency of gifts, invitations and benefits must be in proportion to the occasion and the position of the recipient.

Communication

Communication with the media or other external interested parties is carried out exclusively by the management of Format Werk GmbH or by employees expressly commissioned and authorised for this purpose.

External enquiries are to be forwarded to these employees.

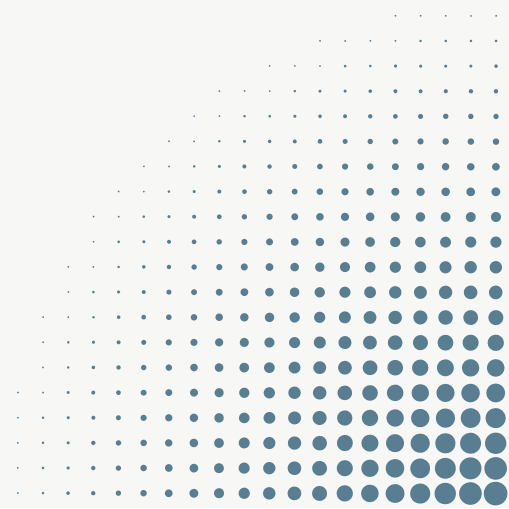
Communication with public institutions and supervisory authorities is subject to similar regulations and may only be carried out by the employees responsible for this.

Confidentiality and data protection

In the increasingly digitalised business world, Format Werk attaches particular importance to the sensitive handling of personal data (name, address, photos, personnel numbers, bank data, digital identifiers or health data).

We treat personal data confidentially and use it in a transparent manner exclusively for specified purposes. We protect the data of our employees and business partners against unauthorised use or distribution, alteration and loss.

We also protect confidential information such as pricing, product details, costs, customer data and the like from unauthorised use or misuse.





Environment and sustainability

As a company, we stand for ecologically and socially responsible action and also expect our business partners and suppliers to make the best possible commitment to preserving an environment worth living in for the benefit of future generations.

We believe that our success and credibility are also influenced to an ever-increasing degree by actively dealing with climate issues.

When dealing with the raw material wood, we are aware of our responsibility and have therefore been consistently taking care for many years not to harm the environment through our business conduct.

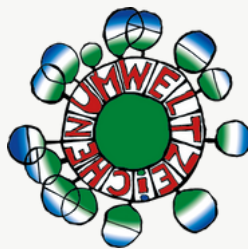
Our claim is a sustainable and intelligent overall conception of the company processes in order to keep the emission of environmentally harmful substances as low as possible. In order to live up to this claim, we are prepared to be repeatedly put through our paces in standardised audits.

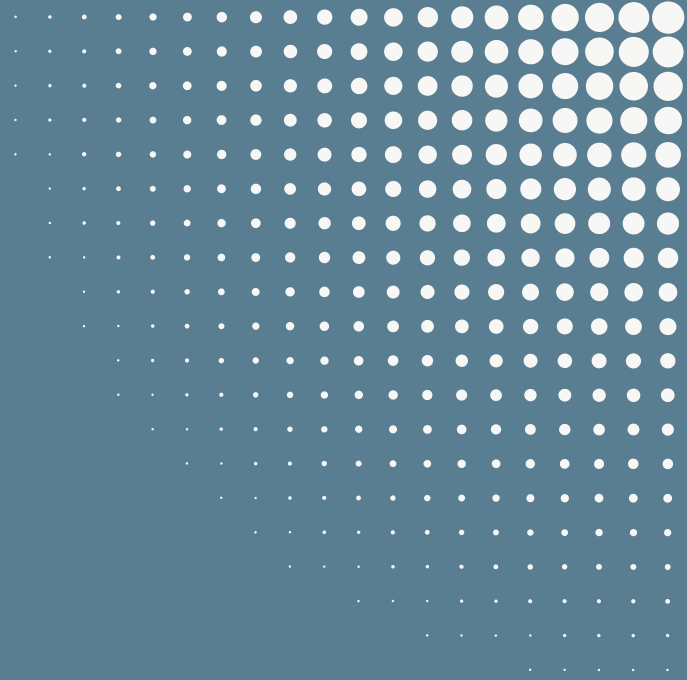
Processes and activities

In concrete terms, this means that all processes within our company, but also upstream and downstream, are continually checked and optimised for their environmental compatibility.

- Format Werk is a climate-neutral company
- Format Werk uses "Pure Impact" paper, CO2 neutral
- Format Werk uses 100% recycled paper without optical brighteners in most products
- Format Werk only processes tested raw and auxiliary materials
- consistent purchasing policy
- Conveying environmental awareness to our customers and users of our products through all possible communication channels

Ecolabels





format⁺werk
value added paper products

Subject to typographical and printing errors.
Version 01/2023.

www.formatwerk.com