

Code of Conduct  
for Business Partners  
of BOXMARK Leather



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The general salutation used in this document refers both to men and women.

## Preamble

Economic sustainability in social, economic and environmental aspects is an integral and active part of BOXMARK's business policy. Complying with all statutory regulations and standards and international human rights agreements, combating corruption, and pursuing sustainability are binding commitments for us.

We also expect our contractual partner to demonstrate social commitment to their employees, partners, society and environment and to act in a manner that complies with our own active corporate responsibility and the principles defined.

## Compliance

### Laws, regulations and accepted principles

The contractual partner shall adhere to the respective national laws and regulations and reliably fulfill its obligations. Fair and honest dealing with each other is a prerequisite for all business activities. Norms and principles such as those laid out in the UN Global Compact, the Universal Declaration of Human Rights of the United Nations, the conventions of the United Nations, the ILO conventions and the OECD guidelines for multinational enterprises serve as the basis for this code of conduct, and we expect compliance with the same from our business partners.

### Anti-corruption

To discourage misconduct and conflicts of interest, the contractual partner must observe national and international anti-corruption laws and regulations. The interests of the contractual partner and the personal interests of persons in both parties are to be strictly separated.

### Compliance with the rules on competition

The contractual partner shall adhere to all national and international legislation and to rules on competition, in particular the antitrust laws and regulations against unfair competition. It shall not be involved in any practices (e.g. price-fixing, divisions of customers and territories, etc.) that are contrary to law and distort competition.

## **Respect for human rights**

The contractual partner and its employees shall support the observance of international human rights and shall respect and protect human dignity.

## **Forced labor**

The contractual partner shall employ only persons who make their work available voluntarily. Employment brought about through coercion or intimidation shall be refrained from and firmly repudiated.

## **Prohibition of discrimination**

Discrimination shall be fully repudiated by the contractual partner, who shall abide by the applicable laws. No person may be disadvantaged owing to his or her race, skin color, ethnicity, cultural or social origin, religion, mentality or belief, gender, age, disability, sexual orientation or for any other reason.

## **Prohibition of child labor**

Child labor shall be strictly repudiated by the contractual partner. Children under the age of 15 may not be employed. The contractual partner shall abide by the international regulations of the United Nations on human rights and children, in particular Conventions 138 and 182 of the ILO Convention.

## **Confidentiality, trade secrets, data privacy**

The contractual partner shall oblige its employees not to disclose trade secrets and confidential information to unauthorized persons or make them accessible to third parties in any other way.

## **Protection of personal data**

BOXMARK processes personal data of its employees, customers and business partners in accordance with the relevant legal provisions (in particular GDPR). In this context, we refer to the applicable guidelines on data protection organization (BOXMARK Data Protection Policy). This includes, among other things a detailed description of the types of personal data collected, how this data is used and to whom it is transmitted. In addition, the options and rights of data subjects that they have in connection with the processing of the data are listed. Furthermore, the

guideline also contains measures that are intended to ensure data security, as well as ways to contact us on questions one may have about data protection practice at BOXMARK.

## **Working conditions and health and safety**

### **Labor and health protection**

Occupational health and safety have the highest priority at BOXMARK. We expect our contractual partner to provide a safe and healthy work environment for its employees and to take all necessary measures to prevent accidents and occupational diseases. The employees must be trained accordingly.

### **Respectful treatment of employees**

Employees of the contractual partner are to be treated with respect and dignity. The privacy and personal rights of every employee are to be respected. The inappropriate treatment of employees, such as mental or physical punishment, violence or coercion, sexual harassment and discrimination are to be prevented through appropriate measures and shall not be tolerated.

### **Adequate working time and compliance with rest periods**

The contractual partner shall ensure that the maximum working hours and adequate rest periods are respected in accordance with the laws and regulations applicable in the respective state.

### **Remuneration**

The pay for employees of the contractual partner must comply with the statutory minimum wages.

### **Freedom of assembly, freedom of association and right to collective bargaining**

The contractual partner shall respect the freedom of assembly of its employees, the right to association and collective bargaining within the framework of the applicable legal regulations.

## Environment

### Environmental and climate protection

To ensure that the economic activities of the contractual partner have the lowest possible impact on the environment and the climate, international standards and legal regulations are to be complied with. The contractual partner shall take the necessary measures to ensure the sparing and energy-efficient use of resources, the reduction of waste and emissions, and the continuous improvement of environmental and climate protection.

## Compliance

The contractual partner shall observe and implement the rules defined in this Code of Conduct.

The contractual party agrees that compliance with this Code of Conduct may be verified by BOXMARK at any time. Violations of applicable laws, recognized standards and this Code of Conduct constitute a breach of contract. If violations of the contractual partner cannot be remedied or corrective measures cannot be taken, BOXMARK reserves the right to terminate the contract.

We expect our contractual partner to communicate this Code of Conduct to its partners and to ensure that these minimum standards are respected.

## Legal notices

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