



Code of Conduct

www.tedi.com



Preamble

The worldwide mandatory Code of Conduct of TEDi GmbH & Co. KG (hereinafter TEDi) contains the essential values and principles of the company, and is the fundamental framework for working for – and with – TEDi. It provides a framework for responsible behaviour in dealing with employees, business partners, and other stakeholders along the value chain. Fair and equal treatment is required of all parties.

All participants are encouraged to implement the Code of Conduct, including all its laws and ethical standards.

With it, TEDi creates the basis for a collaborative partnership, and accepts its responsibilities as a company.

The basic principles set out in this Code of Conduct focus on the principles of fair dealing and employee dignity. The requirements described in this Code of Conduct are based on the United Nations (UN) Universal Declaration of Human Rights, the core labour standards of the International Labour Organisation (ILO), and the principles of the UN Global Compact as well as TEDi internal regulations.

The combination of economic, ethical and ecological values cannot contradict one another. Our objective is to bring rational business practices in line with social and environmental corporate strategies, and link them to the associated values and derived measures.

Scope

The Code of Conduct applies to the employees of TEDi, their business partners and their contractors. Insofar as rules of conduct for certain activities are specified in separate sets of regulations, these shall be valid without restriction alongside the Code of Conduct. In case of doubt, the stricter rule shall be observed.

Enforcement

By taking note of and confirming the General Terms and Conditions of TEDi and the Code of Conduct within the TEDi supplier portal, the business partner gives assurance of having understood the Code of Conduct – and respects it. TEDi reserves the right to verify compliance with the requirements outlined in this Code of Conduct. Should violations of the provisions of the Code of Conduct by business partners be found, TEDi can terminate the business relationship.

Complaints

Violations of this Code of Conduct or applicable law should be reported to TEDi. Any information provided will be kept confidential by the Corporate Social Responsibility department.

Contact by mail: TEDi GmbH & Co. KG
Corporate Social Responsibility
Brackeler Hellweg 301
44309 Dortmund
Germany

Contact via e-mail: nachhaltigkeit@tedi.com

Laws

As a global company TEDi is subject to national and international laws. Their observance is a requirement in our daily activities. TEDi also requires business partners to comply with the laws of the country in which they operate. This provides the basis for a successful business relationship.

Free competition and incorruptibility

TEDi follows legally-recognised business and fair competition practices in accordance with the principles of German and European antitrust law. Corruption is opposed in accordance with the United Nations Convention against Corruption (UNCAC).

Donations, which are made in connection with promotional activities, or invitations to promote business relationships or presentation of products or services, are permitted within the course of business when they serve an authorised business purpose. Donations may not have an unreasonably high value, and must adhere to the business practices as well as the manners and customs of each country. It must be ensured that sponsorship and charitable contributions are not corrupt in nature.

Data protection

TEDi observes the national and international provisions on data protection. The protection of personal, employee, customer and third party data is assured. This is also required of business partners. TEDi staff who work with personal data are supervised by a company internal data protection officer.

Communication

The code of conduct must be made available to all persons working for or with TEDi. The business partner is obligated to train its employees about the contents of the Code of Conduct.

Product quality

The business is based on building long-term customer relationships. It is a requirement that customers are offered products that are safe and pose no health risk. Products sold by TEDi may not exhibit any defects or characteristics that could be harmful to the health of the purchaser, or cause damage to their property. Statutory limits must be complied with and – where possible – improved upon by suppliers during manufacturing.

Working hours

Working hours must be set in accordance with the statutory requirements of each respective country. No employee shall work more than an average of 48 hours per week. A maximum of twelve hours overtime may be worked. Overtime can be compensated by time off in lieu of, or by payment, according to the working regulations. When an employee has worked six days in a row they must get at least one day off.

Conditions of employment

A formal document must exist for employees, in which the Conditions of Employment are regulated – for example, in the form of an Employment Contract or Employment Offer letter. The signed document must meet legal requirements and should contain, for instance, information about compensation, the pay period, pension benefits, leave entitlement and notification period.

Child labour

Activities that are performed by people younger than 15 years of age are considered child labour, and will not be tolerated. In countries in which schooling up to a certain age is compulsory, the age limit they have fixed shall always prevail. For developing countries, the exceptions set out in ILO Convention No. 138 (minimum age) shall apply; whereby under specific conditions in individual cases employment as of 14 years of age is permitted.

Discrimination

No employee shall be discriminated against because of gender, race, religion, social background, ethnic or cultural origin, membership of an organisation, disability, sexual or political orientation or other personal characteristics.

Freedom of expression, association and assembly

The right to freedom of expression shall be protected in accordance with the Universal Declaration of Human Rights by the United Nations. Each employee must be allowed to express and disseminate their opinion freely. In addition, worker rights of association and assembly guaranteed in accordance with the ILO convention are to be respected.

Integrity

The personal rights of employees and third parties shall not be violated. They must be safeguarded from physical and psychological abuse in their environment.

Health and Safety

The employer must ensure that healthy and safe work is made possible at every workplace. The staff must be appropriately trained to reduce accident risk.

Remuneration

Each employee must receive payment for their work, that is not less than the statutory minimum wage in each country where it applies. If there is no minimum wage, the compensation should correspond to the normal wage levels of the country. Wage cuts, for instance, as a disciplinary measure, are prohibited.

Forced labour

Forced labour is not tolerated: employees must appear for work voluntarily.

Environmental Protection

It is expected that environmental impact throughout the value chain is continuously identified, avoided, and/or reduced.