



Verhaltenskodex

Code of Conduct



Preamble

The globally binding Code of Conduct of TEDI GmbH & Co. KG (hereinafter TEDI) contains the essential values and principles of the company and is the basis for working at and with TEDI. It sets the framework for responsible conduct in dealings with employees, business partners and other stakeholders along the supply chain. All parties are required to treat each other fairly and equally.

All parties involved are required to implement the Code of Conduct, including all laws and ethical standards. In this way, TEDI creates the basis for cooperation in a spirit of partnership and assumes responsibility as a company.

At the heart of the principles set out in this Code of Conduct are the principles of fair dealing and the dignity of employees. The requirements described in this Code of Conduct are based on the Universal Declaration of Human Rights of the United Nations (UN), the core labor standards of the International Labor Organization (ILO), the principles of the UN Global Compact and their implementation according to the Supply Chain Due Diligence Act as well as TEDI's internal regulations.

The combination of economic, ethical and ecological values must not be a contradiction. The aim is to bring rational business management into line with both social and ecological corporate strategies and to link it with the values and measures derived from them.

*The Supply Chain Due Diligence Act will become binding for TEDI on January 1, 2023. TEDI is already preparing for the legal requirements that will then apply to its suppliers. - For improved readability, gender-specific differentiation is omitted throughout this document. Terms used automatically imply equal treatment for all genders.

Scope

The Code of Conduct applies to TEDI employees, TEDI business partners and also their other contractors. Insofar as rules of conduct for specific work areas are laid down in separate sets of regulations, these apply without restriction in addition to the Code of Conduct. In case of doubt, the stricter rule will apply.

The Code of Conduct must be made available to all persons working for or at TEDI. The business partner is required to inform its employees and also its other suppliers used for TEDI about the contents of the Code of Conduct.

Enforcement

By taking note of and confirming TEDI's General Terms and Conditions and the Code of Conduct within the TEDI Supplier Portal, the business partner assures that he has understood the Code of Conduct and will comply with it. TEDI reserves the right to check compliance with the requirements set out in this Code of Conduct. If violations of the provisions of the Code of Conduct are identified among business partners, TEDI may terminate the business relationship.

Risk analysis

In order to identify human rights and environmental risks in its own business operations and those of its business partners at an early stage, TEDI carries out risk analyses at regular intervals, but at least annually or if there is a corresponding reason to do so. The risks identified in this process are appropriately weighted and prioritized, and the result of the analysis is taken into account by TEDI in possible preventive and remedial measures. TEDI will also review the effectiveness of these measures on a regular basis, at least annually, as well as on an ad hoc basis. TEDI reserves the right to adjust requirements for business partners depending on the outcome of a risk analysis. TEDI will report annually on the risk status.

Complaints

Violations of this Code of Conduct or applicable law should be reported to TEDI. The information submitted will be processed confidentially and independently by the „Corporate Social Responsibility“ department.

Contact by mail: TEDI GmbH & Co. KG
„Corporate Social Responsibility“
Department
Brackeler Hellweg 301
44309 Dortmund
Germany

Email contact: csr@tedi.com

Anonymous Reporting Center: www.tedi.com/tell_us

Each report received is acknowledged, reviewed, discussed with the whistleblower and, if necessary, triggers a risk analysis.

Laws

As a globally active company, TEDI is subject to national and international legal regulations. Compliance with them is a prerequisite for daily operations. TEDI also requires its business partners to comply with the laws of the country in which they operate. This is the basis for a successful business relationship.

Free competition and incorruptibility

TEDI follows legally recognized business practices and fair competition in accordance with the principles of German and European antitrust law. Corruption is rejected in accordance with the United Nations Convention against Corruption (UNCAC). Benefits made in connection with advertising measures or invitations to foster business relations or the presentation of products or services are permissible within the scope of business if they serve a justified corporate purpose. Benefits may not have an unreasonably high value (up to EUR 35) and must be in line with business practice and the customs and traditions of the respective country. It must be ensured that sponsoring and donations do not have a corruptible character.

Privacy

TEDI complies with national and international data protection regulations. The protection of personal data of employees, customers and third parties are guaranteed. This is also required for business partners. TEDI employees who work with personal data are supervised by an internal data protection officer at TEDI.



Product quality

The business is based on building long-term customer relationships. The aim is to offer customers safe products that do not cause any health risks. Products sold at TEDI may not have any defects or properties that could affect the health of customers or damage their property. Suppliers must comply with statutory limits during production and, where possible, undercut them.

Relevant human rights and environmental risks

The following human rights and environmental risks are primarily relevant for Tedi:

Working time

Working hours must be set in accordance with the legal requirements of the respective country. No employee should work more than an average of 48 hours per week, and a maximum of twelve hours of overtime may be worked. Overtime may be compensated by time off in lieu or pay, depending on company regulations. If an employee works six days in a row, he or she must be given at least one day off.

Conditions of employment

Employees must have a formal document regulating the terms and conditions of employment, for example in the form of an employment contract or letter of engagement. The signed paper must meet the legal requirements and contain, for example, information on remuneration, the payment period, pension benefits, a vacation entitlement and the termination period.

Child labor

Activities performed by persons younger than 15 years are considered child labor and are not tolerated. In countries where school attendance is compulsory up to a certain age, the age limit set in that country is generally decisive. For development countries, the exceptions set out in ILO Convention No. 138 (minimum age) apply, according to which employment from the age of 14 is also permitted under special conditions in individual cases. In addition, the worst forms of child labor, such as slavery or practices similar to slavery, are prohibited for children under 18.

Discrimination

No employee may be discriminated based on, for example, gender, race, religion, social background, ethnic or cultural origin, membership in an organization, disability, sexual as well as political orientation or other personal characteristics.

Freedom of expression, association and assembly

The right to freedom of expression must be protected in accordance with the United Nations Universal Declaration of Human Rights. Every employee shall be allowed to express and spread his or her opinion without restrictions. In addition, employees' rights of association and assembly guaranteed under the ILO Convention must be respected.

Integrity

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

Health and safety

At every workplace, the employer must ensure that healthy and safe work is possible. Employees must be trained accordingly to reduce the risk of accidents.

Salary

Each employee must be paid a wage for the work performed that is not below the statutory minimum wage of the respective country, if one exists. If no minimum wage exists, the remuneration should correspond to the wage level customary in the country. Wage cuts are not permitted, for example as a disciplinary measure.

Forced labor

Forced labor is not tolerated and includes any form of slavery or practices similar to slavery. Employees must show up for work voluntarily and may not be forced to work under threat of punishment.

Environmental protection

It is expected that environmental impacts within the value chain will be identified and continuously avoided or reduced.