

# Code of Conduct for Suppliers of igefa

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This Code of Conduct defines the principles and requirements that igefa places upon its suppliers regarding obligations to humans and the environment.

We require our suppliers to adhere to the following code:

## 1. Compliance with the Law

- To adhere to the laws of the applicable legal system.

## 2. Prohibition of Corruption and Bribery

- Not to tolerate any kind of corruption or bribery nor to engage in it in any form – including any illegal payment offers or similar allowances towards government officials to influence their decision making.

## 3. Respect for Basic Rights of Employees<sup>1</sup>

- To encourage equal job opportunities and equal treatment of our employees regardless of colour, race, nationality, social origin, potential disability, sexual orientation, political or religious belief as well as their gender or age;
- To respect the personal dignity, privacy and human rights of each individual;
- Not to employ somebody against his will or to force him to work;
- Not to tolerate unacceptable treatment of employees, such as physical force, sexual or personal harassment or discrimination;
- Not to tolerate behaviour (including gestures, language and physical contact), which is considered sexual, threatening, abusive or exploitative;
- To provide adequate compensation and to ensure a legally fixed national minimum salary and
- To obey the legally fixed maximum working hours for the respective country.

## 4. Prohibition of Child Labour<sup>2</sup>

- Not to employ staff without proof that they are at least 15 years old. In developing countries that fall under the ILO convention 138 and that are therefore exempt, the minimum age can be reduced to 14 years.

## 5. Health and Safety

- To assume responsibility for the health and safety of employees.
- To minimise risks and to take the best possible precautions against accidents and occupational hazards.
- To offer training and to ensure that all staff have good knowledge of occupational safety.
- To establish or apply an occupational safety management system.

## 6. Environmental Protection<sup>3</sup>

- To observe legal requirements and international standards related to environmental protection;
- To minimise impacts on the environment and constantly improve environmental protection;
- To establish or apply an environment management system according to ISO 14001 or equivalent.

## 7. Supply Chain

- To promote the adherence of the contents of the Code of Conduct with Suppliers as well as possible;
- To adhere to the Principles of Non-Discrimination when selecting Suppliers and in dealings with these.

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<sup>1</sup> Universal Declaration of Human Rights: <http://www.ohchr.org>

<sup>2</sup> ILO Convention 138: <http://www.ilo.org>

<sup>3</sup> Rio-Declaration: <http://www.unep.org>