

# FREITAG'S CODE OF CONDUCT FOR CORPORATE SOCIAL RESPONSIBILITY

## PREAMBLE

FREITAG lab. ag is devoted to sustainability and corporate social responsibility as part of its global business activities. This Code of Conduct for Sustainability and Corporate Social Responsibility (CoC) serves as a guideline for FREITAG in its activities, especially regarding labor conditions, social and environmental compatibility and transparency in our collaborations and dialog. The content of this CoC is an expression of FREITAG's core values as declared in the FREITAG Principles. Additionally, the contents of this CoC draw heavily on UN Conventions.

Together with FREITAG, its suppliers and subcontractors form the FREITAG network. FREITAG expects that this CoC will be adopted and implemented by all members of this network. This CoC is designed as a self-imposed obligation – a commitment – that FREITAG's network members are encouraged to commit to along with FREITAG. FREITAG welcomes the commitment of its Network members to the CoC and to further responsible collaboration within the network.

## FREITAG'S GOAL

We at FREITAG ask our suppliers and subcontractors to commit to this CoC together with us. With this CoC, we seek to acknowledge and strengthen our shared commitments to sustainability and corporate social responsibility already shared by the suppliers and subcontractors with whom we do business. We are proud to be a part of this network of companies who prioritize the values expressed in this CoC.

## FREITAG'S COMMITMENT

FREITAG commits to upholding the values and fulfilling the responsibilities expressed in this Code. We commit to supporting our network members in their effort to fulfill and uphold this Code.

Location, Date:

Zürich, \_\_\_\_\_

Name and function of the responsible FREITAG Crew Members 1:

\_\_\_\_\_  
\_\_\_\_\_

Signature:

\_\_\_\_\_

Name and function of the responsible FREITAG Crew Members 2:

\_\_\_\_\_  
\_\_\_\_\_

Signature:

\_\_\_\_\_

## **FREITAG'S PRINCIPLES**

At FREITAG, we think and act in cycles. Every day, we work with the aim of getting a step closer to full circularity. Being able to claim that our activities do not harm the environment falls short of our ambition. We actively make a positive contribution to the preservation and protection of the environment for the common good.

At FREITAG, our thinking is based on the circular economy. Wherever possible, when a product reaches the end of its life cycle, the raw materials used go back into the production process or follow nature's material cycle.

We aim to be a company in excellent economic health. Economic success and growth enhance opportunities for development and the chance to increase the impact of our environmental and social commitments. Sustainable economic efficiency takes precedence over quantitative growth, and we see entrepreneurial success as a springboard to doing more good things in the future.

FREITAG is active in markets all over the world. We generate added value where it makes the most ecological and economic sense. Working conditions are safe and healthy along the entire value chain and, measured against local standards, the social benefits we offer are fair.

Apart from our goal of sustainable economic efficiency, we are committed to initiatives in the spirit of the Cyclist's Manifesto. In this way, we contribute to the common good and enrich life in the area in which we operate. We also benefit personally from our commitment. We draw energy and satisfaction from the thought of making a positive difference.

Compliance with our ethical framework and the Code of Conduct derived from it applies equally to all our operational sites. Transparency is our top priority. Potential for improvement is openly communicated and spurs us on to question the status quo as a matter of habit.

## **THE CYCLIST'S MANIFESTO**

1. We keep stuff in closed cycles
2. We only own objects that last
3. We repair
4. We believe in systems designed for compatibility
5. We prefer access over ownership
6. We pay for results not resources
7. We lose speed to win time

P.S. Happiness is cyclical

# ARTICLES OF THE CODE

## 1. BASIC UNDERSTANDING OF SOCIAL RESPONSIBILITY IN CORPORATE MANAGEMENT

A mutual understanding of social responsibility in corporate management forms the basis of this CoC. We, the undersigned FREITAG network member, assume social responsibility by weighing the consequences of our business decisions and actions at economic, social and environmental levels and attempting to achieve an acceptable balance of interests. We, the undersigned FREITAG network member, voluntarily contribute to the wellbeing and long-term development of a global society. We are dedicated to universally held ethical values and principles, especially integrity, honesty and respect of human dignity.

## 2. CORE VALUES FOR SOCIAL RESPONSIBILITY IN CORPORATE MANAGEMENT

We, the undersigned FREITAG network member, proactively work to ensure that the values mentioned in this CoC are put into practice within our company and adhered to both now and in the future.

### 2.1 Adherence to Laws

We, the undersigned FREITAG network member, abide by the laws in effect and other legal requirements of the countries where we operate.

## 3. INTEGRITY AND ORGANIZATIONAL GOVERNANCE

3.1.1 As a member of the FREITAG network, we gear our activities toward universally held ethical values and principles, especially integrity, honesty, respect of human dignity, openness and non-discrimination based on religion, ideology, gender, sexual orientation, ethnicity and political opinion.

3.1.2 As a FREITAG network member, we reject corruption, false information and bribery. We use suitable means to promote transparency, trading with integrity, responsible leadership and company accountability.

3.1.3 We, the undersigned FREITAG Network member, adhere to clean and recognized business practices and fair competition. In regard to competition, we focus on professional behavior and high standards of quality for work. We foster partnership and trusting interaction with the supervisory authorities.

### 3.2 End User's Interests

We uphold regulations that protect the end users of our products in order to protect these users' interests, including appropriate sales, marketing and information practices.

### 3.3 Communication

We, the undersigned FREITAG network member, are committed to transparency and dialog regarding the topics in this CoC in all communications with our employees, clients, suppliers and other stakeholders. We undertake not to falsify, unfairly amend or destroy documents. We will store them properly and handle all company secrets and our partners' business information sensitively and in the strictest confidence.

### 3.4 Human Rights

We, the undersigned FREITAG Network member, are committed to promoting human rights, and pay special attention to:

#### 3.4.1 Privacy

Protection of privacy.

#### 3.4.2 Health and Safety

Ensuring health and work safety, especially the guarantee of a safe and health-promoting work environment, avoiding accidents and injuries.

#### 3.4.3 Harassment

Employee protection against bodily punishment and against physical, sexual, psychological or verbal harassment or abuse.

#### 3.4.4 Freedom of Conscience and Expression

Protection and guarantee of the right to freedom of conscience and freedom of expression.

### 3.5 Working Conditions

We, the undersigned FREITAG network member, abide by the following core work standards:

#### 3.5.1 Child Labor

The prohibition of child labor, i.e. the employment of persons younger than 15 years old (as long as the local legal requirements do not specify a higher age limit) or the employment of persons under the age of completion of compulsory schooling, whichever is higher.

#### 3.5.2 Forced Labor

The prohibition of forced labor of any kind.

#### 3.5.3 Wage Compensation

Work standards concerning compensation, especially in regards to the level of compensation as stated in the laws and requirements that are in force, including the principle of equal pay for work of equal value.

#### 3.5.4 Employee Rights

Respecting the rights of the employee to freedom of association, freedom of assembly and collective bargaining, as long as this is legally permitted and possible in the respective country. Respecting current national legislation on maximum working hours, holiday, rest times and breaks for employees.

#### 3.5.5 Non-discrimination

Treatment of all employees in a non-discriminatory fashion.

### 3.6 Environmental Protection

We as the undersigned FREITAG network member fulfill the requirements and the standards for environmental protection that affect our operations and act in an environmentally conscious way at all locations where we operate, especially in regard to waste management i.e. the cycle of resources and the recycling of used resources. We actively initiate measures for reducing waste, the consumption of energy and other resources (e.g. water, materials). Where possible, we collect relevant data and make it available to FREITAG to help facilitate an ongoing reduction in the network's footprint.

### 3.7 Civic Commitment

We, the undersigned FREITAG network member, contribute to the social, environmental and economic development of the countries and regions where we are in business.

## 4. IMPLEMENTATION

We, the undersigned FREITAG network member, commit to making every appropriate and reasonable effort to implement and apply the principles and values described in this CoC both now and in the future. In the event that we are unable to uphold one of these principles, we will proactively seek out the necessary resources, either from FREITAG or other FREITAG network members or alternative external resources.

To ensure that network members comply with the terms of this CoC, FREITAG carries out regular checks, which take two forms: first, a self-assessment questionnaire (appendix), which members can fill out; or, second, announced or unannounced on-the-spot audits. Failure to openly communicate and eliminate infringements of the CoC may lead to cancellation of the cooperation agreement with FREITAG. Thanks to this transparent, standardized form of dialog, we hope that use of CoC within the FREITAG network will effectively ensure long-term monitoring and a continuous improvement in working, social and environmental standards.



## 5. COMMITMENT

We, as representatives of our company, commit to preserving the standards as articulated in the FREITAG network's CoC:

- To lead our organization with integrity and in accordance with the values addressed in this CoC.
- To pay particular care to the interests of our end-users, communication within and from our organization, working conditions and environmental protection.
- To serve as leaders within the FREITAG network by setting an example in the application of this CoC.
- To uphold the Cyclist's Manifesto.

Name of FREITAG network  
member company:

Name and function  
of responsible representative:

Location, date:

Signature:

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