

PORTICA Code of Conduct

Scope

This Code of Conduct applies to all *PORTICA* facilities. At the same time *PORTICA* also requires its suppliers to comply with the principles set out in this Code.

Laws and regulations

PORTICA complies with the applicable rights and laws of Germany and the EU.

Communication

PORTICA is committed to communicating this Code to all its employees and suppliers.

Corporate Citizenship

PORTICA in cooperation with the associated companies te Neues Druckereigesellschaft mbH and GEDAK GmbH shows civic commitment by making positive contributions to the community of Kempen/Viersen, in which it is primarily active.

Forced Labor

Any form of forced labor, including forced labor in prisons and debt bondage, shall not be applied.

Integrity and Anti-Corruption

PORTICA bases its actions on universally valid ethical values and principles, in particular integrity, honesty, respect for human dignity, openness and non-discrimination of religion, worldview, gender and ethnicity. *PORTICA* rejects corruption and bribery in the sense of the corresponding UN convention. *PORTICA* promotes transparency, integrity of action and responsible management and control in the company.

Child Labour

Child labour is not used. Unless local laws set a higher age limit, no persons are employed who are still of school age or younger than 15 years (subject to the exceptions of the ILO Convention 138). Employees under 18 years of age may not be employed for hazardous activities and can be excluded from night work in consideration of their training requirements.

Harassment

Employees will not be subjected to corporal punishment or any other physical, sexual psychological or verbal harassment or abuse.

Compensation

Compensation, including wages, overtime and fringe benefits, shall be at least as set out in the applicable law and regulations or is above this level. The amount granted for full employment must be sufficient to satisfy the basic needs of the employee.

Working Hours

Unless national rules lay down a lower maximum working time and except in the case of extraordinary company circumstances, employees are not required to regularly complete a standard working week of over 48 hours per week or a total working week of over 60 hours (including overtime). In every 7 day period employees are given the equivalent of at least one day off.

Non-Discrimination

In all employment decisions, including but not limited to recruitment and promotions, remuneration, fringe benefits, training, dismissals and layoffs all employees are treated strictly according to their skills and qualifications.

Health and Safety at Work

To prevent accidents and personal injury, *PORTICA* provides safe and healthy working conditions which, as minimum criteria, meet the applicable legal requirements.

Freedom of Assembly and Collective Bargaining

PORTICA recognises and respects the legal right of employees to freedom of assembly and collective bargaining autonomy.

Environment

PORTICA uses environmentally friendly practices at all locations where it operates, which are continuously improved. *PORTICA* complies with the regulations and standards for environmental protection that apply to it and deals responsibly with natural resources.

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