

Code of Conduct for Suppliers of Bayerische Glaswerke GmbH with its brands Nachtmann and Spiegelau

This Code of Conduct defines the principles and requirements of Bayerische Glaswerke GmbH for the suppliers of products and services.

The goal of the Code of Conduct for suppliers is to establish a common starting basis for a long-term trusting and sustainable business relationship and to make our suppliers aware of the corporate social responsibility.

1. Compliance with laws

The respective production facilities have to comply with the applicable national and international laws and regulations, industrial minimum standards, conventions of the International Labour Organisation (ILO) and the United Nations (UN) as well as all other relevant provisions. The standards with the strictest requirements are to be applied.

2. Child labour / youth employment

Bayerische Glaswerke GmbH will not tolerate child labour and any kind of exploitation of children and youth.

The regulations and agreements of the United Nations concerning human rights and children's rights are to be observed. Domestic standards for the protection of children and employed youth are to be observed. The exceptions of the ILO do not apply.

3. Forced labour

Bayerische Glaswerke GmbH will not tolerate forced labour, compulsorily labour, debt bondage, serfdom or slave labour as well as conditions similar to slavery. No jobholder may directly or indirectly be compelled to work through force and/or intimidation.

4. Discrimination

Any discrimination in regard to employment and occupation is prohibited. Prohibited is, in particular, any different treatment based on race, caste, skin colour, gender, age, belief, political opinion, membership in a workers' organisation, physical or mental disability and ethnic, national or social origin.

5. Hours of work

The hours of work have to be in accordance with applicable law, industrial standards or the relevant ILO conventions - depending on which regulation is the stricter one. The maximum permissible weekly hours of work in accordance with the national legislation applies. However, these hours of work may not exceed 48 hours on a regular basis. Long hours must be done voluntarily, may not exceed 12 hours per week and may not be required on a regular basis. After six successive days of work, the employees are entitled to at least one day off. Overtime is to be paid separately.

6. Work contracts

The business partners have to provide their employees with written work contracts that must include the name, date and place of birth and preferably the home address of the employee as well as provide a minimum of information on the beginning and duration of the employment, working hours, wages and extra-pay.

7. Compensation

The business partners will ensure that the wages paid to the employees equal at least the legal minimum wage of wage commonly prescribed in the industry - depending on which one of the two is higher.

Salary deductions as a disciplinary measure are prohibited.

8. Right of association and the right to collective bargaining

The right to form associations or organisations at one's own option for the purpose of promoting and protecting the interests of the employees, the right to join or leave them as well as to work for them is to be honoured within the scope of the applicable rights and laws. The employment may not be affected by this.

9. Disciplinary measures

All employees are to be treated with dignity and respect. Sanctions, fines, other punitive or disciplinary measures must comply with the applicable national and international standards as well as the internationally recognised human rights.

Employees may not be subject to verbal, psychological, sexual and/or physical violence, coercion or harassment.

10. Health & safety

The business partners have to ensure a safe and healthy working environment. They will take the required measures to prevent accidents and damage caused to health in connection with the activity. For this purpose, the business partner will take measures to uncover and prevent a potential risk to the health and safety of his employees.

11. Environmental protection

The business partner has to be environmentally responsible. Legal and international standards are to be complied with.

12. Information/communication

This Code of Conduct is to be communicated to the employees of the business partner.

13. Bribery and corruption

Bayerische Glaswerke GmbH will not tolerate any kind of bribery or corruption. Provided gifts are in accordance with customs and courtesy, it has to be ensured that this will not lead to any obligatory dependencies and that the applicable provisions of state law are observed. Employees of Bayerische Glaswerke GmbH are not allowed to accept or give gifts and gratuities if

- these are gifts of money or non-customary discounts,
- the acceptance of the gratuities affects the business interests of Bayerische Glaswerke GmbH or
- the granting of the gratuity is directly connected with the awarding of a contract,
- the gratuity comes directly or indirectly from one of the parties involved during a negotiation or bidding process,
- the material value of the gratuity exceeds what is in the circumstances of the individual case socially adequate and thus reasonable.

14. Corresponding obligation of suppliers and authorised representatives of the suppliers

Bayerische Glaswerke GmbH requires its suppliers to commit their suppliers to the Code of Conduct, which will at least equal the requirements of this Code of Conduct for suppliers in order to ensure a consistent compliance in the delivery process.

15. Inspection

Bayerische Glaswerke GmbH reserves the right to verify at any time and without notice the compliance with this Code of Conduct by subcontractors and suppliers or to have it verified by independent third parties, whereby inspections in the factories of the subcontractors and suppliers - if necessary - will take place after consultation with them and in accordance with the applicable law.

If a breach of the applicable law or the regulations of the Code of Conduct has been identified, Bayerische Glaswerke GmbH is to be informed immediately. Should the business partner or his subcontractor violate applicable law or this Code of Conduct, Bayerische Glaswerke GmbH shall reserve the right to terminate the business relation.

16. Grievance procedure

Complaints or breaches of this Code of Conduct can be reported at any time - anonymous if necessary - to the following contact:

A.Kaufmann@spiegelau-nachtmann.de

I hereby confirm to have received and read the complete Code of Conduct for Bayerische Glaswerke GmbH suppliers.

I also confirm that I will comply with this Code of Conduct in my business dealings with Bayerische Glaswerke GmbH and that I will also commit my employees to do so.

_____, _____
Place, Date

Company

Signature

Complete name(s) in print

Title/employment title(s)