



# **Qualiroll Hungary Kft.**

**SUPPLIER**

**CODE OF CONDUCT**

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## 1. Introduction

Qualiroll Hungary Kft. (hereinafter referred to as “Qualiroll/Company”) is committed to high standards of integrity and sustainability, and applies “zero tolerance” principle towards unethical behaviours such as bribery and corruption. All our suppliers are expected to operate according to similar standards and to demonstrate ethical business conduct.

As a supplier, you shall do your best to comply with all applicable laws and regulations, the provisions of Qualiroll’s Supplier Code of Ethics and you shall also fulfil your obligations stipulated in the contracts concluded with our Company.

Although the Supplier Code of Ethics applies only to Qualiroll’s direct suppliers, Qualiroll encourages its suppliers to request their own suppliers to comply with the provisions thereof. Qualiroll prefers those suppliers who sign this Code of Ethics, submit their own Code of Ethics to us and treat their own suppliers in the same manner in this area.

## 2. Human rights

Qualiroll expects its suppliers to support and respect the protection of internationally declared human rights and to ensure that they do not engage in the violation of the human rights of any internal or external stakeholders.

## 3. Labour issues

As a minimum requirement, Qualiroll expects its suppliers to comply with all labour and employment laws and regulations, in particular those regulating minimum wages, maximum working hours, rest days, wages and collective bargaining.

The supplier shall treat all employees equally, ethically, with respect and dignity. The supplier shall protect all of its employees from harassment and discrimination at the workplace, including all forms of sexual, physical and psychological harassment.

You as suppliers shall in particular

- refrain from employment discrimination on the grounds of sex, age, religion, ethnic origin, capacity to work, trade union membership, sexual orientation or political party membership
- reject and not to use child labour at any stage of your activities
- refrain from the use of forced or obligatory prison labour and offer all employees the opportunity to terminate their employment freely in the event of termination for a reasonable cause
- ensure that working hours, including overtime, do not exceed the limit permitted by law
- ensure fair wages for employees and comply with the local wage regulations.

## 4. Labour protection

Qualiroll offers a safe and healthy workplace to its employees and expects the suppliers to give top priority to the health and safety of their staff in all material areas of their operation.

Qualiroll conducts its activities in a sustainable manner, in accordance with the environmental protection laws and regulations. Qualiroll’s suppliers are expected to consider environmental protection as an issue of high importance in all material areas of their operation. It is a fundamental requirement that suppliers shall comply with all applicable health and safety laws, regulations and standards. Suppliers shall apply appropriate measures (e.g. policies, regulations, procedures, emergency measures and management systems) in order to prevent occupational diseases and work-related accidents, and shall provide a safe and healthy workplace to their employees.

You as suppliers shall in particular

- formally appoint a responsible person to manage the health, safety and environmental protection programmes and developments
- establish appropriate organisational structures and procedures for the effective management of health, safety and environmental protection risks
- ensure that all employees are sufficiently aware of these risks and have received appropriate training in relation to the application of control measures.

## **5. Prohibition of child labour, forced labour and slavery**

Our Company condemns child labour and other forms of exploiting children and minorities. It does not engage in forced, slave or child labour and does not accept such activities from any of its partners. All employees and contractual partners of the Company shall be aware of these principles and apply them in their work.

## **6. Prohibition of discrimination and harassment**

We expect our suppliers not to tolerate discrimination of any kind, e.g. on the grounds of colour, ethnic origin, gender, age, nationality, social origin, disability, sexual orientation, religion, philosophy of life, political or trade union activity. The same applies to any form of harassment. In the case of comparable requirements and tasks, the principle of equal pay for work of equal value should be applied regardless of differences between genders. ILO conventions shall be complied with.

## **7. Environment**

The suppliers shall encourage a precautionary approach to environmental challenges and initiate the promotion of higher environmental responsibility (e.g. energy efficiency, climate protection, biodiversity, responsible use of water). In addition to maintaining competitiveness, suppliers shall also strive to reduce the environmental impact of their activities and products, and apply a “whole lifecycle” approach in product design.

It is a fundamental requirement that the suppliers shall comply with all applicable environmental protection laws, regulations and standards.

You as suppliers shall in particular

- formally appoint a responsible person to manage the environmental protection programmes and developments;
- introduce regulations and procedures to prevent local and accidental environmental pollution;
- establish appropriate organisational structures and procedures for the effective management of environmental protection risks;
- ensure that all employees are sufficiently aware of these risks and have received appropriate training in relation to the application of control measures.

## **8. Handling and use of hazardous substances**

When handling substances (materials, preparations and products) that are classified as hazardous if released into the environment, our suppliers ensure the safe handling, movement, storage, reuse or disposal of such substances.

## **9. Material compliance**

Qualiroll is committed to meeting regulatory and consumer requirements concerning the banning and restriction of certain substances, such as hazardous substances and minerals sourced from conflict-affected areas.

Therefore, our suppliers shall ensure that the goods supplied to Qualiroll comply with all applicable requirements, both locally and internationally.

You as suppliers shall in particular

- apply a policy concerning minerals sourced from conflict-affected areas and act with due care when assessing the source of such minerals, and
- react in time if Qualiroll requests you to certify compliance with such requirements.

## **10. Fair competition and business operation**

It is our aim is to always act as a fair and responsible market player and to comply with all relevant competition and antitrust regulations in order to ensure fair competition. In particular, we do not conclude any unlawful contracts or agreements with competitors, suppliers, customers or other third parties, and we do not abuse any potential dominant market position. We expect our suppliers to act in the same manner.

## **11. Anti-corruption/money laundering and business ethics requirements**

Qualiroll promotes fair and ethical conduct in all areas of its business and expects its suppliers to comply with all applicable laws and regulations concerning corruption, bribery, prohibited business practices and extortion. Suppliers shall never, under any circumstances, perform or approve any unlawful payment to anyone.

Furthermore, Qualiroll expects its suppliers to

- comply with competition laws
- protect all confidential information received from Qualiroll and our business partners
- respect the intellectual property of others, including Qualiroll, and
- comply with local and international trade regulations.

Our suppliers shall refrain from money laundering activities of any kind.

## **12. Conflict of interest**

Our suppliers shall make their decisions regarding their business activities conducted with Qualiroll solely on the basis of factual criteria and shall disclose any actual or potential conflicts of interest relating to Qualiroll's activities without delay and request.

## **13. Company management**

Suppliers shall keep records of all relevant documentation in order to ensure and demonstrate compliance with Qualiroll's Supplier Code of Ethics and upon Qualiroll's request, they shall hand over the supporting documentation. When selecting suppliers, Qualiroll will consider compliance with the guidelines contained in this Supplier Code of Ethics as a criterion. In the event of any potential non-compliance with the guidelines, Qualiroll may cooperate with the supplier to draw up and implement an action plan to improve the situation.

## **14. General Data Protection Regulation (GDPR)**

The protection of privacy and personal data is an important issue we pay attention to in all of our business relationships. We protect the confidentiality of personal information and act in all cases in compliance with the provisions of data protection laws and Qualiroll's Privacy Policy. Suppliers collecting and processing personal data shall ensure compliance with the GDPR and other applicable EU data protection directives. They may only collect information necessary for the performance of their duties. Suppliers shall have efficient regulations and procedures in order to demonstrate their commitment to the GDPR and other data protection directives.

Supplier's responsibility: If any ethical or legal compliance issue arises that may result in breaching this Supplier Code of Ethics, the supplier shall notify our Company.

### **15. Acceptance of and consent to the supplier code**

The supplier hereby confirms that it has read and understood Qualiroll Hungary Kft.'s Supplier Code of Ethics. The supplier undertakes to act responsibly and to observe the principles/requirements listed above.

The supplier undertakes to communicate the contents of this code or a similar code to its employees, agents and subcontractors in an understandable manner and to take all necessary preventive measures to ensure compliance with the requirements.

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Place and date

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Full company name of the supplier

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Full name and position of the signatory, and signature

The authorised representative of the supplier/business partner shall sign this document and return it by email to the address [info@qualiroll.hu](mailto:info@qualiroll.hu).