

# Code of Ethics and Social Responsibility

## Basic principles and rights relating to work and follow-up measures

18. Juni 2007

Polydono Ltd. assumes increasing ecological and social responsibility when purchasing goods and services. On the one hand, sustainability is at the heart of resource and environmental management. On the other hand, the increasing relocation of procurement markets to cultures with different values and framework conditions requires compliance with international regulations for the protection of employees.

Polydono Ltd. has therefore drawn up a social and ethical code that obliges suppliers and their subcontractors to respect minimum standards.

By signing this code, our suppliers and their subcontractors undertake to respect these minimum standards. In cooperation with the worldwide advertising articles association "IGC Partners In Promotion", which is represented in more than 50 countries, we carry out corresponding on-site inspections several times a year.

### 1. Human rights

We only enter into contractual relationships with companies whose corporate activity in no way contravenes the articles contained in the Universal Declaration of Human Rights (UN, 1948).

### 2. Discrimination

We do not tolerate discrimination against people upon their hiring, remuneration, access to auxiliary services and educational opportunities, advancement, disciplinary practices, dismissal or retirement, be it on the basis of sex, religion, ethnicity, national origin, marital status, political opinion or sexual orientation.

### 3. Child labour

We do not tolerate employment of children who perform work that is in any way related to our products and who have not reached the minimum age allowed by national legislation. The performance of dangerous tasks is forbidden to children. Employees who are minors are to be allowed access to legitimate training and transition programmes.

### 4. Prison, forced or slave labour

We refuse any collaboration with companies that employ people in prison, forced and slave labour or in debt servitude.

### 5. Punishment – Abuse - Harassment

We require that all employees be treated with dignity and respect. Any kind of physical, psychological, sexual or verbal abuse or harassment, or physical or mental coercion or physical punishment is forbidden.

### 6. Right and freedom of association

We stipulate the right of employees to establish associations, to organize and to be able to negotiate working conditions. In producer countries without legally guaranteed freedom of association, employees are to be granted parallel means "comparable" to those of worker representation. Employees also have the right to forego joining a union.

### **7. Wages and benefits**

We work only with companies who pay employees the minimum wage current in the country, compensate overtime, pay the welfare contribution in force in the region and discharge the social contributions required by law such as vacations, holidays, maternity benefits and sick leave. A salary statement is to be drawn up periodically and handed to employees.

### **8. Health and safety**

We require that all facilities in which our products are manufactured are safe and that workers are not exposed to any hazards in their working environment that could endanger their health. This includes access to clean drinking water, the presence of sanitary facilities, accident prevention, employee instruction and the presence of experienced safety personnel. If accommodation is offered, this must also be clean and safe.

### **9. Environment**

We have an obligation to society as well as a responsibility in relation towards the environment that we influence, and we are interested in working with companies which share our philosophy.

### **10. Anti-corruption**

We work only with companies which prohibit any form of corruption or other preferential treatment aimed at winning orders.

### **11. Working time, leisure time and breaks**

The employees' weekly maximum working time, leisure time and breaks must basically correspond to national legislation. The maximum is 48 regular working hours plus 12 hours of overtime. The employees must be granted at least one day of rest per seven-day period.

### **12. Monitoring and implementation**

We have the right to ascertain compliance with and implementation of the present code and to perform the inspections necessary to this end at any time and unannounced in all plant locations in which our products are produced. The supplier undertakes to keep and present to us on demand all the documents necessary to prove compliance.

### **13. Communication**

The Code of Ethics and Social Responsibility of Swiss Post is to be translated by the supplier into the employees' local language and posted visibly at all plant locations.

We confirm herewith that we have read and understood the above conditions and undertake to comply with them:

(legally valid signature)

Place/date:      Signature/s:

Gumligen 18.11.22 