

Conduct and ethical principles for corporate action

For us as a family company, we consider our corporate philosophy to be not only mandatory and important, but also anchored in our company, our values, and our principles. In this way, we ensure that our employees and clients are satisfied and that we can grow and deliver excellent performance together: on a corporate and human basis.

Mutual respect and fair and respectful treatment of one another within the company, in society, and with respect to our environment are part of that collaboration. We achieve success together through sustainable, trustworthy, and responsible action.

Our values and principles are reflected in our everyday actions and decisions, as well as in our communication and how we interact with one another. We live out these values, and pass them on to our business partners and suppliers.

Ethics / Respect

Values & principles

The values and principles we have formulated mean more than just responsible action – they also ensure compliance with all statutory and internal company regulations. Misconduct and violations of these regulations can negatively impact our company's reputation, and expose it to significant economic damages. Therefore, violations are not tolerated. Appropriate measures are taken to respond to violations.

Human rights

Our actions are always shaped by our respect for one another. We safeguard the dignity and recognise the rights of each individual. We do not tolerate any form of defamation or slander, sexual harassment, bullying, or exercise of force. Such matters are prosecuted appropriately. We reject forced and child labour, both directly and indirectly. Our actions are shaped by open dialogue with one another. We always respect the rights of individuals to freedom of negotiation and association, as well as the right to collective action.

Equal treatment

We believe all people are equal. We reject any form of discrimination due to nationality, gender, sexual orientation, national or ethnic origin, skin colour, disability, religion or world view. We do not tolerate violations. Anti-discrimination is part of the conduct we expect from all of our employees, who are trained on this through regular seminars. We have signed the "Diversity Charter" and are obligated to uphold its principles.

Perks, fraud, corruption, donations

No employee, no client company, no business partner, no supplier, and no subcontractor may offer, give, or accept bribes, equivalent gifts, or other advantages either directly or indirectly. This also applies if these perks can support our business interests.

Further education and training

We believe promoting professional training and qualification is a key factor in our success. We want to give our employees professional prospects, and make it possible for all employees to engage in career development through joint commitment, support, and qualification.

Occupational, health and environmental protection

Occupational and health protection

Occupational and health protection. Continuously promoting and optimising occupational and health protection are high priorities within our company, and firmly anchored in our policies. We fulfil our responsibilities and duties of care toward our employees. Our clients can rest assured that we observe all requirements for occupational and health protection, implementing these to the benefit of our customers. This includes preventing accidents and work-related illnesses, work-related health hazards, and unsafe situations. All employees commit to take and implement actions so that our preventative and accident safety measures are as effective as possible.

Environment

We undertake to use resources carefully, and take suitable measures to protect the environment and avoid environmental damage. We base our purchases of goods and services around this principle, and also select our suppliers with a focus on sustainability and our joint values.

Supplier management

We are aware of our obligation to improve the global human rights situation. Because of this, we are working to minimise risks related to human rights and the environment in our supply chains. That is why we consistently comply with the requirements of the Supply Chain Due Diligence Act (LkSG), human rights and environmental guiding principles of the United Nations, and expect the same from our employees. This is important to us although we are not a production or trading company, and purchase only a small amount of goods and raw materials.

We regularly obtain declarations from our key suppliers in which they confirm that they observe the regulations of the LkSG. If we find violations of these regulations or receive tips regarding such issues, we will make the suppliers in question aware of this and attempt to correct the violations. If necessary, we would also end supplier relationships in such cases.

We also expect that our employees are aware of risks related to human rights and environmental issues in our corporate actions. Employees who believe that our company's suppliers pose risks related to human rights or the environment are asked to report these to the responsible compliance officer.

Labour market policy responsibility

Collective agreements and the law

We always respect and implement applicable laws. We expect the same from our business partners. In addition, the content of our employment contracts and the iGZ-DGB collective agreements regulate the framework conditions for our employee and customer relationships.

Membership in the iGZ

We actively work towards fair and just working conditions for temporary staff. Thanks to our many years of membership and personal collaboration in the iGZE – Interessengemeinschaft deutscher Zeitarbeitsunternehmen e.V. - we are helping shape the framework conditions for our employees, customers, and other actors on the labour market.

iGZ Code of Ethics

Fairness, reliability, respect, trust and integrity – these are the guiding principles for “good temporary work” and form the basis of the iGZ Code of Ethics. As a member of the iGZ, we undertake to comply with these basic principles.

Social engagement

We work for social causes

We want others to take part in our success. As a mid-sized family company, we take on social and societal responsibility. Because of this, we get involved in projects by investing our funds and the time of our personnel. In particular, we want to help support young people as they transition from school to training through selected projects. We also promote personal engagement by our employees, and support them in social projects.

Compliance with conduct and ethical principles

Questions regarding this Code of Conduct are inevitable. Questions will come up in our daily work, to which there may be no clear answer. If our employees are uncertain whether their conduct is correct, or have noticed improper conduct by others, they should ask for advice. If you are aware of circumstances that may violate this Code of Conduct, please inform your supervisor. If you still have questions, or if you believe that contacting your internal supervisor will not be sufficient to clarify the matter, you can contact our appointed Compliance Officer as well as an external trusted attorney commissioned by us. They will treat all information as strictly confidential and are obligated to maintain secrecy. pose risks related to human rights or the environment are asked to report these to the responsible compliance officer.

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