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Code of conduct



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Foreword by the Management

The principles of conduct of our company available to you serve as the basis of our daily actions. This includes knowing and complying with the legal requirements as well as the internal rules.

Honest and ethically correct conduct in accordance with one's own convictions and values contributes to a trusting relationship with each other as well as with our business partners and customers.

This Code of Conduct is mandatory without exception for the entire company and are binding for everyone.

It describes our responsibility as a member of society, as a business partner and in the workplace.

We are all called upon to translate these words into deeds and to deal with the individual topics again and again or to take up new topics.

Let's work together not only to produce high-quality products, but also to be a role model for integrity and fairness.



Sabine Petermann



Lars Wolf



Nina Petermann



f. l. t. r.: Nina Petermann, Sabine Petermann, Lars Wolf

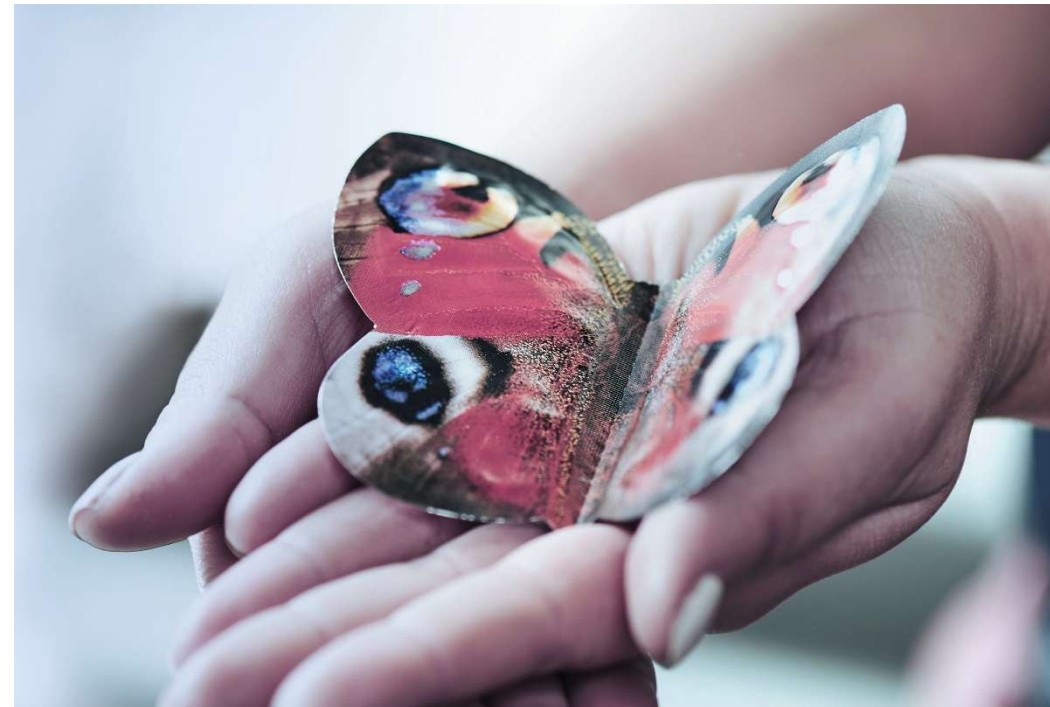
Our responsibility in general

These principles of conduct serve as a binding guideline for our everyday professional life and are equally valid for all those who work in the company.

Of course, we also comply with national and international legal requirements.

We do not engage in unlawful activities, such as fraud, theft or embezzlement. Non-compliance with our Code of Conduct can damage our company, our employees and our business partners. Violations will therefore not be tolerated and will be punished with appropriate consequences under labour, civil or criminal law.

We are all called upon to prevent irregular behavior in the company and to ensure that the company is represented internally and externally with integrity.





Our responsibility as a member of society

The observance and compliance with the laws are a matter of course for us as a member of society and mandatory in all business decisions.

HUMAN RIGHTS

We treat all people with respect.

Everyone has a responsibility to respect human rights and to ensure fair working conditions. We actively contribute to its implementation by treating our colleagues, employees, suppliers, customers and all other people with whom we maintain a business relationship with fairness and respect.

We strongly reject all forms of child and forced labour as well as all forms of modern slavery and human trafficking. This applies both within our company and for our contractual partners and suppliers.

EQUAL OPPORTUNITIES AND EQUAL TREATMENT

We treat all people with tolerance.

A fair, unprejudiced and open approach leads to a respectful and cooperative relationship.

We do not discriminate against anyone and do not tolerate discrimination based on ethnic or national affiliation, skin colour, social origin, gender, religion or belief, age, disability or sexual identity.

The selection, recruitment and promotion of our employees is carried out exclusively based on their qualifications and abilities.

We see it as our obligation to counter any disadvantages and to stop them.

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PRODUCT QUALITY

We make no compromises.

Our claim to the quality of our products is compliance with both the applicable legal regulations and our internal standards.

Our ultimate goal is satisfied customers. A customer-oriented and complete quality management is only one part of our claim.

We are continuously developing and ensuring quality through strict product controls. In this way, we can guarantee a reliable and binding cooperation.



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ENVIRONMENTAL PROTECTION

We are aware of our responsibility.

We see sustainability as a management task and work consistently to improve the life cycle assessment of our products.

Solutions for a clean and sustainable energy supply help to maintain a livable environment for future generations. Therefore, it is our goal to keep energy consumption as low as possible and to use energy efficiently.

Since 2012, we have been operating two 170 kW_p photovoltaic systems on the roofs of the company building, which also allow them to be fed into the public power grid.

We strive to continuously increase the percentage of recyclable film (monomaterial) in the production of sachets.

In general, we pay attention to a careful and proper handling of filling goods and ensure that there is no danger to the environment at any time.

We keep the use of environmentally hazardous substances for our own use (for cleaning, disinfection, etc.) as low as possible and replace them with more compatible substances if possible.

COMMUNICATION

We communicate openly and honestly.

We attach great importance to open, clear communication both internally with our employees and externally with our business partners, customers and the public.

Every employee is jointly responsible for a uniform appearance to the outside world. Public statements are only made by the management. In the case of any public statements by the employees, it must be clearly recognizable that it is their personal opinion. The right behavior in dealing with modern media is one of the topics of our employee training courses.

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Our responsibility as a business partner

We maintain a fair and transparent relationship with all our business partners, whereby credibility and trust are in the foreground.

In doing so, we always observe both the legal framework and our internal guidelines when choosing the distribution channels of our products.

CONFLICTS

We rely on the loyalty of our employees.

We respect the private lives of our employees.

If the personal interests collide with those of the company, we expect every employee to deal openly with a possible conflict of interest in order to find a solution together.

We make our decisions objectively and do not allow ourselves to be influenced by personal interests.

DONATIONS

We do not allow ourselves to be bribed.

Donations in the form of gifts, hospitality and invitations, as they are quite common in business relationships, must be within the legal framework without exception.

Transparent handling is essential in order to avoid unpleasant situations for both sides.

Prohibition of Corruption

We do not tolerate corruption.

We trust in the quality of our products and our competence. We make our decisions purely factually.

Corruption damages our reputation and leads to a breach of trust among our business partners.

FREE AND FAIR COMPETITION

We act according to the principle of performance.

We conduct our business exclusively according to the principle of performance and on the basis of the free market economy and free, unhindered competition.

There are no anti-competitive agreements with our competitors, customers and suppliers.

An exchange of confidential information that is important for the competition (pricing, planning, delivery deadlines) is avoided.



Our responsibility in the workplace

Profitability and the safeguarding of jobs are equally important goals of our company.

OCCUPATIONAL SAFETY AND HEALTH PROTECTION

We ensure better and healthy working conditions.

The protection of the health and safety of every employee is a matter of course for us.

The exemplary and considerate behaviour of each individual in everyday professional life has a preventive effect and contributes to increased safety.

PRIVACY

We protect personal data.

We collect, process, use and store data only with the consent of the data subjects (employees, former employees, customers, suppliers or others who maintain business contact with our company), in relation to a contractual regulation or in accordance with legal requirements.

With any information processing, it must be ensured that the careful, legally compliant handling is guaranteed and unauthorized internal and external use is prevented.

IT SECURITY

We avoid risks.

The daily work on the PC entails a large and diverse type of risk. We pay attention to IT Security and avoid unencrypted data exchange.

Only internal data carriers (e. g. USB sticks) or systems may be used for data exchange.

Suspicious e-mails or e-mails from unknown senders, including any attachments, may not be opened without a prior security check and will be deleted in case of doubt to prevent a threat to the corporate network.

DEALING WITH COMPANIES PROPERTY

We work carefully.

We handle company ownership responsibly and carefully. Work equipment of the company may only be used for company purposes, unless expressly permitted otherwise.

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Employee Participation

We work together.

Our corporate culture insists on a professional approach to our employees. This does not allow any preference, but also no disadvantage.

We maintain open and regular communication with mutual respect. In this way, we create the basis for good cooperation and thus achieve a joint solution that takes both sides into account equally, especially in challenging situations.



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Contact

In case of questions about the applicable principles of conduct, abnormalities or possible legal violations, superiors or the management are the first point of contact.

In addition, there is the option of reporting this anonymously by telephone or posting a message anonymously in the internal mailbox on the notice board.

