

Business Code of Conduct

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Introduction

Our Business Code of Conduct describes the principles that we pursue and implement regarding our firm, uncompromising standards that our employees are expected to follow in any dealings with customers, suppliers, and the general community. It is widely based on the United Nations Global Compact guidelines and national, German laws and regulations.

Human Rights

Hofmann Glastechnik respects the protection of internationally proclaimed human rights as set out in the UN Global Compact's overarching expectation of business. We take great care, that we are not complicit in any way in human rights abuses

Health and Safety

We take appropriate action in order to prevent occupational illnesses and work-related accidents and to provide a safe and healthy workplace. Hofmann Glastechnik ensures that training and protective equipment is provided to employees and extensive action is taken to avoid accidents. Sanitary equipment provided to employees is maintained in accordance with the applicable German requirements, safety laws, regulations and standards as a minimum.

Child Labor

Hofmann Glastechnik does not employ children and neither supports, encourages or endorses any form of child labor. We do not employ staff under 18 years of age (16 years for educational purposes). The strict national German limits apply.

Wages

At a minimum, wages correspond with German legal requirements and meet employees' basic living needs. Compensation for overtime hours is at a higher rate than for normal working hours. Hofmann Glastechnik does not reduce wages under the provision of disciplinary proceedings.

Working hours

Hofmann Glastechnik ensures that applicable German legal requirements on working hours, including overtime, and work benefits are complied with. Workers are usually allowed two days off every seven days, and overtime shall be voluntary.

Freedom of Association

Hofmann Glastechnik respects the legal right of employees to voluntarily join or form trade unions, as well as bargain collectively in negotiations with management on key conditions of employment.

Forced Labor

Hofmann Glastechnik does not tolerate forced or compulsory labor, modern slavery or human trafficking. Hofmann Glastechnik ensures that staff is employed voluntarily and of their own free will. No employee will be forced to accept employment, work overtime or have their identification papers retained.

Equal opportunities

Hofmann Glastechnik ensures that employees are treated equally in regards to recruitment, advancement, job training and wages. All employees have the same opportunities regardless of gender, age, race, ethnicity, sex, religion, sexual orientation, etc. Personal privacy is respected; discrimination and verbal or psychological harassment is not tolerated.

The Environment

Hofmann Glastechnik takes measures to reduce our environmental impact particularly in the areas of chemicals and hazardous waste, wastewater, water and energy usage. Hofmann Glastechnik always complies with German legislation and legal requirements.

Business Ethics

Hofmann Glastechnik does not engage in any form of bribery or corruption, including the offering, requesting, or receiving of bribes, monetary or otherwise; nor engage in any unethical or fraudulent practices.

Robert Hofmann

CEO, Hofmann Glastechnik GmbH