



# SUPPLIER CODE

SWIETELSKY BAUGESELLSCHAFT M.B.H.



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## Preface

SWIETELSKY Baugesellschaft m.b.H. ("SWIETELSKY") is part of a leading construction group in Central and Eastern Europe, whose development has been characterised by economic sustainability since its founding. This supplier code serves, once again, to firmly anchor the principle which SWIETELSKY has internalised since then to assume social and ecological responsibility for cooperation in the supply chain.

The construction industry is, of course, an energy and resource-intensive sector. We are, therefore, making all the more effort to reduce the negative impact of our business activities on society and the environment, while at the same time intensifying the positive effects.

We are committed to the principles of the UN Global Compact and to meeting the Sustainable Development Goals (SDGs). We comply with national laws and international agreements, such as and in particular, the United Nations Universal declaration of Human Rights, The European Convention for the Protection of Human Rights and Fundamental Freedoms and the standards of the International Labour Organisations (ILO).

We also require this of our business partners and expect them to place the same demands on their business partners.

## Scope of Application

The co-operation with our suppliers, subcontractors and service providers ("business partners") is based on this supplier code. Our business partners are required to comply with the principles set out herein.

The supplier code applies to all existing business relationships and for future co-operations.

Our business partners will make every reasonable effort to ensure compliance with this Code of Conduct throughout their supply chain. We call for either the passing on of our standards along their supply chain or the definition and implementation of similar standards.

This supplier code can be adapted to any changing legal and risk situation. In this case our business partners will be notified immediately of the latest version.

## Respect for Human Rights and Social Responsibility

Based on the European Convention for the Protection of Human Rights and Fundamental Freedoms, we oblige our business partners to respect the dignity, privacy and individual personality of all people. All forms of human trafficking and modern slavery, as well as child and forced labour are, of course, also prohibited.

The livelihoods of all people must be protected. Our business partners must not carry out activities, such as harmful soil change, water pollution, air pollution, harmful noise emissions or excessive water consumption, which lead to the deprivation of these livelihoods. Unlawful evictions or the unlawful deprivation of land are also prohibited.

Our business partners do not tolerate discrimination on grounds such as, in particular, national or ethnic origin, gender, sexual orientation, religion, age or impairment.

Inclusion and diversity are an opportunity for our society to collect a variety of ideas to meet the challenges of a rapidly changing world.

The personnel policy of our business partners must be based on fair and performance-focused remuneration, secure jobs, freedom of assembly and the rights of employees to freedom of association. Recruitment

processes must be honest, transparent and unbiased (“ethical recruitment”). We see urgent operational requirements, particularly in promoting women in entrepreneurial work processes and management structures, but also in employing older employees in line with their needs and in training young people. This is also a particularly important social responsibility.

High employment- and social security standards are not only mandatory legal requirements for our business partners, but also a matter of genuine concern. The respective and applicable legal regulations on working times and holiday must be complied with.

### **Health and Safety at the Workplace**

The prevention of risks for employees must be one of the most important concerns for our business partners. All the statutory occupational safety regulations must be strictly adhered to.

Working conditions, which protect the physical integrity and health of the employees are a matter of course for our business partners. In so doing, the constant monitoring of how dangerous situations are dealt with and the continual improvement of the operational safety requirements play an important role. Ongoing training for employees reinforces the preventative effect of the accident prevention measures.

### **Environmental Protection**

The sustainable and resource-saving approach to the environment must be part of our business partners’ corporate strategy. The efficient use of natural resources, including recycling, waste avoidance, as well as the reduction of greenhouse gases and decarbonisation form an integral part. The management of our business partners sees it

as their management task to continually raise quality- and environmental awareness among the employees.

Our business partners ensure the use of resource-saving processes and environmentally-friendly equipment throughout all project phases. The use of renewable energy sources and the associated saving of fossil fuels contributes to improving air quality.

Furthermore, our business partners must ensure careful use of water and the preservation of water quality. The same applies to the preservation of the soil quality. Soils and forests must be treated carefully. Waste caused by excessive land use and deforestation must be avoided. Our business partners pay particular attention to animal welfare and promote biodiversity so that the variety of species and plant- and animal habitats are protected and preserved.

Hazardous substances of all kinds must be handled safely and in a manner which protects the natural habitat during storage, transportation and use. They must be recycled or disposed of in an environmentally safe way in accordance with the applicable national laws and international agreements.

### **Compliance**

The honest and respectful treatment of customers, subcontractors, suppliers and competitors is a matter of course for us. We expect the same of our business partners. In their business transactions and decisions, they comply with all the applicable laws, standards and practices of all countries in which they operate.

Ensuring fair competition is an essential part of this. Above all price agreements, the “division” of communities, territories and regions or markets customers and business fields, as well as the co-ordination of supply- and product

strategies are prohibited. Business practices, such as misleading the customer in terms of quality and availability, derogatory remarks about competitors, or the like, are forbidden.

Corruption and bribery are not acceptable. Our business partners must ensure that no payments in the form of money or monetary benefits are made for the purpose of influencing decisions. Above all any payments to civil servants and business partners or the granting and acceptance of gifts are forbidden.

Our business partners only make donations and sponsorships in compliance with statutory regulations. This ensures that corruption- and bribery bans cannot be circumvented.

Our business partners regard a functioning tax system as a fundamental requirement for dealing with the social, economic and societal tasks of the state. They are therefore committed to making their contribution and comply with the tax- and tax-related laws of their country.

It is mandatory for our business partners to comply with the law, prohibit money laundering and prohibit the financing of illegal purposes. They ensure that they only work with business partners to whom the same applies.

### Asset Protection

Our business partners must protect SWIETELSKY's assets. They must handle operating equipment entrusted to them carefully and in accordance with its purpose. It can only be employed for professional use. They must protect the equipment from theft, waste and excessive wear and tear.

### Confidentiality of Business Documents and Information

Our business partners ensure the protection of business- and trade secrecy. All such information and documents which our business partners receive must be treated confidentially, stored securely and protected from unauthorised access and from being accessed by third parties. Data is processed exclusively on the basis of legal and contractual provisions for the purpose of fulfilling the contract.

### Reporting Violations

Our business partners are clearly and unconditionally committed to the compliance of all the laws and principles contained in this supplier code. They strive to identify and clarify possible legal violations or human rights violations and violations of environmental obligations in their business field and throughout their whole supply chain as quickly as possible and to take the necessary corrective measures.

SWIETELSKY enables all employees, business partners as well as third parties to report suspected misconduct, violations and the violations of human rights or environmental obligations. For this purpose, SWIETELSKY has set up a web-based complaints procedure. You can find it at: **[www.swietelsky.de/nachhaltigkeit/lieferkette](http://www.swietelsky.de/nachhaltigkeit/lieferkette)**.

Notifications can be freely made on the website, by e-mail to **[compliance@swietelsky.com](mailto:compliance@swietelsky.com)**, or also by mail to the following address:

**Swietelsky AG**  
**Compliance und Datenschutz**  
**Edlbacherstraße 10**  
**A-4020 Linz**

We fully ensure both the anonymity of complainants and data protection. Notifications can, if desired, also be submitted under your own name. Complaints can only be read by the Chief Compliance Officer.

The rules for the complaint procedure are available at: **[www.swietelsky.de/nachhaltigkeit/lieferkette](http://www.swietelsky.de/nachhaltigkeit/lieferkette)**.

### Consequences of Violations

SWIETELSKY expects their business partners to strictly adhere to the stipulations in this supplier code and to undertake the appropriate organisational measures to do so. They, in turn, must ensure that these are adhered to by their business partners.

We will assess any violations identified and there will be immediate consequences. Our business partners shall grant us the information necessary for this investigation. The primary goal is to remedy or minimise human rights violations or violations of environmental obligations. It is for this purpose, in particular, that we hold audits and

training courses. We expect our business partners to independently take corrective measures and support the measures required by us. Serious violations will result in the immediate termination of the business relationship.

In the case of violations in one of our business partners' supply chain, SWIETELSKY will also undertake the appropriate measures to remedy or minimise human rights violations or the violation of environmental obligations. We expect our business partners to support their business partners in implementing these measures and, if necessary, to terminate the business relationship with them in order to (re-) establish legal conformity.

**SWIETELSKY Baugesellschaft m.b.H.**

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