

CODE OF CONDUCT

for suppliers



"Think before you print – this file can be completed digitally."

INTRODUCTION

Welcome to the Hannecard Supplier Code of Conduct. At Hannecard, we are committed to upholding the highest standards of integrity, quality, and sustainability in all aspects of our business. This Code of Conduct outlines our expectations for all suppliers who partner with us, ensuring that we collectively adhere to ethical, environmental, and social responsibility principles. By aligning with these guidelines, our suppliers help us create a safe, respectful, and responsible supply chain. We ask that all suppliers read, understand, and acknowledge this Code, as part of our shared commitment to sustainable and ethical practices.

PURPOSE

This Code of Conduct reflects the values that underpin Hannecard's business philosophy. It is not merely a set of guidelines but a commitment we ask our suppliers to comply with, for promoting best practices across industries. We believe that working together toward these shared goals will lead to innovative solutions and a more sustainable future for all.

The purpose of this Supplier Code of Conduct is to ensure that all suppliers align with Hannecard's values of integrity, quality, innovation, and sustainability. By upholding these standards, suppliers contribute to our mission of delivering superior products and services to our customers while minimizing our environmental impact and upholding ethical labor practices.

We kindly ask you to complete the questionnaire below and to endorse this Code of Conduct by confirming that your own practices align with Hannecard's standards at the last page.

	YES	NO
Does your company have a sustainability report?	<input type="radio"/>	<input type="radio"/>
Environmental impact		
Does your company measure and report its CO2 emissions?	<input type="radio"/>	<input type="radio"/>
Does your company takes measures to reduce energy consumption?	<input type="radio"/>	<input type="radio"/>
Does your company use renewable energy sources?	<input type="radio"/>	<input type="radio"/>
Are you able to deliver us a kg CO2e/ unit of your product / service?	<input type="radio"/>	<input type="radio"/>
Social responsibility		
Does your company ensure fair labor conditions and human rights in the supply chain?	<input type="radio"/>	<input type="radio"/>
Does your company have policies for diversity and inclusion?	<input type="radio"/>	<input type="radio"/>
Does your company contribute to the local communities in which it operates?	<input type="radio"/>	<input type="radio"/>
Ethical governance		
Do you have a code of conduct for suppliers?	<input type="radio"/>	<input type="radio"/>
Does your company ensure transparency and integrity in its operations?	<input type="radio"/>	<input type="radio"/>
Does your company implemented innovations to become more sustainable?	<input type="radio"/>	<input type="radio"/>

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Human rights and labor rights

1. Anti-discrimination

Hannecard and its suppliers must prevent discrimination against workers based on age, disability, ethnic origin, gender, marital status, nationality, social origin, political affiliation, race, religion, or sexual orientation. This applies to all aspects of employment, including hiring, termination, pay, and promotion.

2. Anti-harassment and abuse

Hannecard expects suppliers to ensure a work environment free from any form of harassment or abuse. This includes, but is not limited to, insults, moral and physical coercion, mental harassment, and sexual harassment.

3. Forced labor

All work must be performed voluntarily. Suppliers must not retain original identification documents or travel papers of employees and must ensure that employees work freely and without coercion.

4. Prevention of child labor

Child labor is strictly prohibited. Suppliers must adhere to local and international standards and ensure age verification upon hiring.

5. Working hours, salaries and benefits

Suppliers must comply with all applicable laws and internationally recognized standards regarding working hours, wages, allowances, overtime, and rest days. Employees should be compensated fairly and on time for their work.

6. Freedom of association and collective agreement

Within the legal limits, suppliers must allow employees to freely associate, join or leave organizations of their choice, and to conduct collective negotiations.

Environment, Health and Safety

1. Health and safety at work, and protection against risks

Suppliers are responsible for identifying, assessing, and controlling workplace health and safety risks. They must provide employees with appropriate personal protective equipment and clear instructions on its proper use. Suppliers are expected to develop and implement emergency plans, intervention procedures, and corrective action systems.

2. Environment

Suppliers must obtain, maintain, and meet all required environmental permits and regulations. Efforts should be made to reduce energy, water, natural resource, and hazardous substance consumption by implementing conservation and alternative measures.

Ethics

1. Business integrity

Suppliers must not engage in corruption, extortion, embezzlement, or bribery. They must comply with all anti-corruption laws and regulations in the countries where they operate.

2. Disclosure of information

Suppliers must accurately disclose information to all relevant parties regarding their business activities, labor, health and safety, and environmental practices.

3. Protection of intellectual property and confidential information

Suppliers must respect intellectual property rights and protect customer information.

4. Conflicts of interest

Suppliers are required to avoid actual and potential conflicts of interest to ensure a fair partnership.

This Hannecard code of conduct applies to all group entities and must imperatively be an integral part of all agreements.

COMPLIANCE & MONITORING

Hannecard reserves the right to monitor supplier compliance with this Code of Conduct through audits, assessments, and performance evaluations. Non-compliance may result in corrective actions, termination of contracts, or other appropriate measures to ensure alignment with Hannecard's standards and values.

CONCLUSION

By adhering to this Supplier Code of Conduct, suppliers demonstrate their commitment to excellence, integrity, and sustainability. Together, we can build strong, mutually beneficial partnerships that drive innovation, quality, and success for Hannecard and our customers.

SUPPLIER ACKNOWLEDGEMENT

We, the undersigned hereby confirm that we have received and taken due note of the contents of this Code of Conduct for Suppliers published by Hannecard, and will respect and adhere to the said Code of Conduct when conducting business with Hannecard or put in place the proper action plan when relevant.

COMPANY NAME

ACTIVITY OF SUPPLIER

NAME & TITLE

COMPANY REGISTRATION NUMBER

DATE & PLACE

COMPANY STAMP

SIGNATURE