

INNO TAPE



CORPORATE SOCIAL RESPONSIBILITY

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1. Fundamentals

Working together with our suppliers and partners, we want to promote and guarantee innovation and top performance in a sustainable manner. Our philosophy of co-operation is based on mutual expectations and obligations: The focus is on reliability, transparency, communication and sustainability.

The purpose of this guideline is to establish a common standard of performance, raise awareness and promote a commitment to responsible collaboration. It defines the requirements for our suppliers and partners with regard to their responsibility for people and the environment.

The guideline is based on our principles of social responsibility. It is based on internationally recognised principles and conventions such as the United Nations Global Compact (<http://unglobalcompact.org>) and the International Labour Standards of the ILO (<http://www.ilo.org>).

Suppliers and partners agree to this agreement, undertake to comply with it and to observe the principles of non-discrimination when selecting suppliers and in their dealings with suppliers.

All business activities within the supply chain must fulfil local laws. If national legal regulations, international legal provisions, industry standards and this guideline deal with the same topic, the stricter provisions must always be applied..



2. Our responsibility towards employees

2.1. Wages, social benefits, working hours

Wages and social benefits must comply with the basic principles regarding minimum wages, overtime and statutory social benefits. Working hours must at least comply with applicable laws, industry standards or relevant ILO conventions, whichever is more stringent.

2.2. Free choice of employment

Forced or compulsory labour is not permitted. Employees must have the freedom to terminate their employment relationship with reasonable notice.

2.3. Freedom of association

Employees must be able to communicate openly with management about working conditions without fear of reprisals in any form whatsoever. They must have the right to organise, join a trade union, appoint a representative and be elected to one. This also allows concerns to be raised anonymously without retaliation.

2.4. Avoidance of child labour

Child labour must not be used at any stage of production. Companies are required to adhere to the recommendation of the ILO conventions on the minimum age for the employment or use of child labour. This minimum age must not be lower than the age at which compulsory education ends and in any case not less than 15 years. The minimum age for hazardous work is 18 years.

2.5. Non-tolerance of modern slavery

All employees are treated with respect and any form of modern slavery is not tolerated. This applies to forced overtime, wage deductions and any other form of discrimination.

2.6. Equal opportunities and protection against discrimination and harassment

As a member of the Charta der Vielfalt, we promote diversity within the company and cooperation with cooperation with employees and partners of different cultures, mindsets or nationalities.

We offer equal opportunities for all and do not tolerate discrimination, harassment, sexual harassment or other forms of discrimination against our employees on the basis of ethical or national affiliation, gender, religion, ideology, age, disability, sexual orientation, skin colour, political views, social background or other legally protected characteristics.

Employees must not suffer physical, sexual, psychological or verbal harassment, intimidation or abuse.

2.7. Ethical recruitment

We maintain the same equal opportunities when looking for new employees. We do not mislead or deceive potential employees about the nature of the work. Employees must not be required to hand over their ID, passport or work permit to the employer as a condition of employment and we do not charge recruitment fees.

At the beginning of the recruitment process, applicants will receive a written employment contract in a language they understand, which clearly and honestly sets out their rights and obligations.

3. Our responsibility as a business partner

3.1. Corruption, extortion and bribery

The highest level of integrity is expected in all business activities and relationships. All forms of corruption, bribery, extortion and embezzlement are strictly prohibited.

3.2. Fair competition and antitrust law

We comply with the rules of fair competition, including the inadequate exchange of competitive information and price fixing or bid rigging within the framework of the statutory provisions. Furthermore, we refuse to influence customers in the preparation of their resale prices and do not exert any influence in this regard. Applicable regulations on fair competition and antitrust law are strictly adhered to in customer and/or supplier contracts. If a customer or supplier has an extremely strong market position, INNO TAPE GmbH will not exploit this.

3.3. Conflicts of interest

We do not allow ourselves to be influenced in any way by personal interests when making business decisions and strictly reject this. Decisions are made on an objective basis. This avoids situations in which personal or financial conflicts of interest may arise, such as the acceptance or provision of gifts.

3.4. Export controls and economic sanctions

When transporting goods or exporting goods, applicable customs and foreign trade regulations and restrictions are checked, implemented and complied with.

3.5. Financial responsibility

INNO TAPE is committed to truthful reporting to employees, customers, business partners, the public and regulatory authorities. We are aware of our responsibility to maintain complete, accurate and truthful business documents and records, including financial statements, quality reports, time records and expense reports. These are prepared in a timely manner and in accordance with applicable law and generally accepted accounting principles.

3.6. Disclosure of information

Business documents and records of INNO TAPE GmbH contain all relevant data, audit certificates and other documents that are necessary for financial and non-financial reporting in accordance with applicable regulations and for the fulfilment of disclosure obligations.

4. Our responsibility at the workplace

4.1. Intellectual property and plagiarism

We respect and recognise the intellectual property of third parties. This includes intellectual creations such as inventions and designs as well as copyrighted works such as third-party image rights. Intellectual property is only used by INNO TAPE in cases in which it has obtained the corresponding rights of use. In addition, any plagiarism detected will not be put into circulation and will be reported to the relevant authorities. The theft of intellectual property is strictly prohibited.

4.2. Data protection

The processing of personal data, such as the name, address, e-mail address or telephone number of a data subject, is always carried out in accordance with the General Data Protection Regulation, the Federal Data Protection Act and in compliance with the applicable data protection regulations..

4.3. Health, occupational health and safety

The employer ensures occupational health and safety at the workplace at least within the framework of national regulations and includes, among other things, incident and accident management, workplace ergonomics, machine safety, handling of chemical and/or biological substances, fire protection and emergency medical care.

If necessary, employees are provided with personal protective equipment that fulfils the safety requirements of the respective workplace.

We pursue the long-term goal of zero accidents and therefore expect all employees to comply with safety regulations, to be aware of hazards and to be proactive in all safety-related activities.





5. Our responsibility for environment and society

5.1. Environmental responsibility

Companies must take a precautionary approach to environmental issues, take initiatives to promote greater environmental responsibility and encourage the development and diffusion of environmentally friendly technologies. We favour renewable energy and pay attention to the company's footprint, particularly in terms of soil quality, biodiversity, land use and deforestation through sustainable resource and water management. For us, identifying and reducing greenhouse gas emissions is part of the path to climate neutrality.

5.2. Environmentally friendly production

Optimum environmental protection must be ensured in all phases of production. This includes a proactive approach to avoid or minimise the consequences of accidents that could have a negative impact on the environment. Particular importance is attached to the application and further development of energy-efficient and water-saving technologies, characterised by the use of strategies for waste prevention, improvement of air quality, reuse, reprocessing and recycling.

5.3. Environmentally friendly products

All products manufactured along the supply chain must fulfil the environmental protection standards of their respective market segment. This includes all materials and substances used in production. Chemicals and other substances that pose a risk if released into the environment must be identified. A hazardous substance management system must be set up for them so that they can be safely handled, transported, stored, reprocessed or reused and disposed of using suitable procedures.

5.4. Rights of minorities and indigenous peoples

We respect and honour the rights of local communities to adequate living conditions, education, employment, social activities and the right to free, prior and informed consent (FPIC) to developments that affect them and the land on and in which they live, with particular attention to the presence of vulnerable groups.

5.5. Private and public security forces

We do not hire or employ private or public security forces to protect the business project if the use of security forces could be unethical due to lack of training or control by the company.

5.6. Land, forest and water rights and eviction

We avoid forced evictions and the seizure of land, forests and water when acquiring, developing or otherwise utilising land, forests and water.

6. Whistleblowing and retaliation

Information on violations, in particular illegal business practices or possible human rights violations, can be submitted at any time via the INNO TAPE GmbH whistleblower system. This can be accessed via our internal company app, is available in several languages and enables confidential and secure communication with the persons of trust at INNO TAPE GmbH.

INNO TAPE GmbH consistently follows up on reports of misconduct in accordance with the principle of proportionality. Every report is followed up. Depending on the result, a comprehensible decision is made as to which consequences are suitable, necessary and proportionate.

We will not tolerate retaliation against anyone who in good faith reports possible violations of the law, this Code of Conduct or any other policy or procedure.

