ZVEI's Code of Conduct
for Corporate Social Responsibility

Preamble

ZVEI and its member companies affirm their Corporate Social Responsibility as a part of their global business activities (internationally known as 'CSR')). 'ZVEI's Code of Conduct for Corporate Social Responsibility' (hereinafter called 'CoC') acts as a guideline in the industry, especially regarding working conditions, social and environmental compatibility, transparency, collaboration and dialog that is marked by trust. Developed and agreed to by ZVEI and its member companies, the content of this CoC is an expression of ZVEI's collective core values as they are defined in ZVEI's vision and mission statements and especially as they are affirmed in the social market economy.

ZVEI recommends that this CoC be implemented by the member companies. It is designed as a self-imposed obligation that can be signed by the member companies. By providing this CoC, ZVEI assists them in responding to different general conditions in a global market and in facing challenges and social expectations that come from intensified collaboration from within the value chain.

1. Basic Understanding of Social Responsibility in Corporate Management

A mutual, basic understanding of social responsibility in corporate management forms the basis of this CoC. This means the undersigned company assumes responsibility by bearing in mind the consequences of its business decisions and actions on economic, technological, social and environmental levels and brings about an appropriate balance of interests. The undersigned company voluntarily contributes to the well being and long-term development of a global society at every point it can at the locations where it is in business. It is geared towards universally held ethical values and principals, especially integrity, honesty and respect of human dignity.

1 CSR = Corporate Social Responsibility

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2. Where the CoC applies

2.1 This CoC is in effect for all of the undersigned company’s branches and business units worldwide.

2.2 The undersigned company commits to promoting adherence to the content of this CoC at every point it can for its suppliers and in other parts of the value chain.

3. Core Values for Social Responsibility in Corporate Management

The undersigned company will proactively work to ensure that the values mentioned below are put into practice and adhered to both now and in the future.

3.1 Adherence to Laws
The undersigned company will abide by the laws in effect and other legal requirements of the countries where it is in business. For countries that have a weak institutional framework, the company will carefully examine what good company practices from their home country should be applied to enable supportive, responsible company management.

3.2 Integrity and Organizational Governance
3.2.1 The undersigned company gears its activities towards universally held ethical values and principals, especially integrity, honesty, respect of human dignity, openness and non-discrimination based on religion, ideology, gender and ethnicity.

3.2.2 The undersigned company rejects corruption and bribery as stated in the relevant UN Convention. It uses suitable means to promote transparency, trading with integrity, responsible leadership and company accountability.

3.2.3 The undersigned company pursues clean and recognized business practices and fair competition. In regards to competition, it focuses on professional behavior and high standards of quality for work. It fosters partnership and trusting interaction with the supervisory authorities. Additionally, it will hold to the parameters of the ‘Guide for our Association Activity – Instructions for Compliance with Competition Law in the ZVEI’.

3.3 Consumer Interests
To the extent consumer interests are affected, the undersigned company abides by regulations that protect the consumer, as well as appropriate sales, marketing and information practices. Groups that are in special need of protection (e.g., protection of minors) will receive special attention.

3.4 Communication
The undersigned company will communicate in an open way and is oriented towards dialogue about the requirements of this CoC and about its implementation among employees, clients, suppliers and other stakeholders. Every document and all information will be duly produced. They will not be unfairly changed or destroyed. They will be properly stored. Company secrets and partner’s business information will be handled sensitively and will be kept in confidence.

3.5 Human Rights
The undersigned company is committed to promote human rights. It respects human rights stated in the Charter of the United Nations, especially those named in the following:

3.5.1 Privacy
Protection of privacy.

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3 General explanation of human rights, UN Resolution 217 A (Ill) from 1948
3.5.2 Health and Safety
Ensuring health and work safety, especially
the guarantee of a safe and health-promoting
work environment, avoiding accidents and in-
juries.

3.5.3 Harassment
Employee protection against bodily punish-
ment and against physical, sexual, psycholo-
gical or verbal harassment or abuse.

3.5.4 Freedom of Conscience
Protection and guarantee of the right to free-
dom of conscience and freedom of expression.

3.6 Working Conditions
The undersigned company abides by the fol-
lowing core work standards from ILO:

3.6.1 Child Labor
The prohibition of child labor, i.e. the employ-
ment of persons younger than 15 years old,
as long as the local legal requirements do not
specify a higher age limit and as long as no
exceptions are permitted.

3.6.2 Forced Labor
The prohibition of forced labor of any kind.

3.6.3 Wage Compensation
Work standards concerning compensation, es-
pecially in regards to the level of compensati-
on as stated in the laws and requirements that
are in force.

3.6.4 Employee Rights
Respecting the rights of the employee to free-
dom of association, freedom of assembly and
collective bargaining, as long as this is legally
permitted and possible in the respective coun-
try.

3.6.5 Prohibition
of Discrimination
Treatment of all employees in a non-discrimi-
natory fashion.

3.7 Hours of Work
The undersigned company abides by work
standards concerning the longest permitted
time of work.

3.8 Environmental Protection
The undersigned company fulfills the requi-
rements and the standards for environmental
protection that affect their operations and acts
in an environmentally conscious way at all lo-
cations where it is in operation. For additional
responsibility with natural resources, it holds
to the principles from the Rio Declaration.

3.9 Civic Commitment
The undersigned company contributes to the
social and economic development of the coun-
tries and regions where it is in business and
promotes appropriate, volunteer activities by
its employees.

4. Implementation
and Application
The undersigned company will make every
appropriate and reasonable effort to imple-
ment and to apply the principles and values
described in this CoC both now and in the
future. Contractual partners will be informed
about the basic measures upon request and
within the scope of a reciprocal cooperation,
so that it becomes observable how keeping
these measures is fundamentally guaranteed.
No right exists to disseminate operational or
business secrets related to competition or any
other information that is in need of protec-
tion.

(location, date) (signature)

ILO = International Labour Organisation
ILO Convention No. 138 from 1973 and ILO Convention No. 182 from 1999
ILO Convention No. 29 from 1930 and ILO Convention No. 105 from 1957
ILO Convention No. 100 from 1951
ILO Convention No. 87 from 1948 and ILO Convention No. 98 from 1949
ILO Convention No. 111 from 1958
The 27 principles from the "Rio Declaration on Environment and Development" from 1992 as the result from the UN Conference
on Environment and Development in Rio de Janeiro