



# PSG - Code of Conduct

**This Code of Conduct applies to all employees of PSG Procurement Services GmbH as well as to persons associated with PSG and suppliers who cooperate with PSG.**

**Our principles are essential:**

**Local and international laws and regulations are strictly followed.**

**We treat business partners, suppliers, customers, employees and colleagues fairly at all times and respect our environment.**

**The following are elements of these principles:**

## **Compliance with the law**

- To comply with the laws of the applicable jurisdiction(s).

## **Prohibition of corruption and bribery**

- not to tolerate or engage in any form of corruption or bribery.

## **Suppliers**

- to appropriately promote compliance with the contents of the Code of Conduct among suppliers;
- to comply with the principles of non-discrimination in the selection of suppliers and in dealing with suppliers.

## **Respect for the fundamental rights of employees**

- to promote equal opportunities and equal treatment of employees regardless of their colour, origin, nationality, social background, possible disabilities, sexual orientation, political or religious beliefs, gender or age; to respect the personal dignity, privacy and personal rights of each individual;
- not to employ or force anyone to work against their will;
- not to tolerate unacceptable treatment of employees, such as psychological hardship,
- sexual and personal harassment or discrimination;
- to provide adequate remuneration and ensure the national minimum wage set by law;
- respect the maximum working hours established by law in the respective country;
- recognise, to the extent permitted by law, the freedom of association of employees and neither favour nor discriminate against members of workers' organisations or trade unions.

## **Prohibition of child labour**

- not to employ anyone who does not have a minimum age of 15 years. In countries that fall under the developing country exception of ILO Convention 138, the minimum age may be reduced to 14 years.

## **Health and safety of employees**

- to take responsibility for health and safety towards employees;
- to reduce risks and ensure the best possible preventive measures against accidents and occupational diseases;

## **Environmental protection**

- to observe environmental protection with regard to legal norms and international standards;
- to minimise environmental pollution and continuously improve environmental protection.

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