



CODE OF CONDUCT AND ETHICS

The code of conduct and ethics defines the standards of behavior addressed to all employees and suppliers of B & B, regardless of the position exercised, time and place of work or type of tasks performed.

The management of B & B, by which we mean board members and managers of organizational units of companies who play a specific role in the organization and shape behavior in their environment on a daily basis, promotes attitudes consistent with the values and norms of behavior established in the Code.

I. LEGAL COMPLIANCE AND PROFESSIONALISM

1. We comply with the provisions of national and international laws as well as our internal regulations.
2. We comply with both contractual obligations and verbal promises to our employees, customers, suppliers and social partners.
3. We exercise due care in regulating personal data and maintain the confidentiality of information.
4. We comply with all applicable laws regarding unfair competition.
5. We have an accounting policy and we keep reliable, transparent accounting and tax documentation, every economic event is reflected in legitimate documentation.
6. We strive to use our knowledge and skills to the full in the performance of our work. We build the value of the organization primarily on the professionalism of our employees, each of whom aims to be a specialist in their field.

II. WORKERS

WORKING ATMOSPHERE AND COMPLIANCE WITH LABOR LAW

Our approach to the working atmosphere and compliance with labor law is expressed through:

1. Building positive, respectful relationships with colleagues;
2. Not to engage in any form of harassment, discrimination and bullying and to oppose all their manifestations;
3. Conduct in a manner that does not threaten or violate the privacy rights of others;
4. Compliance with labor law, in particular compliance with employees' working hours and labor law provisions on remuneration;
5. Respect for the right of all workers to form and join unions of their choice, collective bargaining.



EQUAL OPPORTUNITY

Our approach to ensuring equal employment opportunity, promotion, career advancement and development is expressed through:

1. Providing information about the scope, expectations and tasks; content and reliable evaluation of the work;
2. Active support from superiors in ensuring professional development;
3. Participation in development-oriented training related to the position or area of responsibility;
4. Exchange of knowledge and professional experience with subordinate employees;
5. Partnership attitude to communication with employees;
6. Make decisions about promotion to an Associate with due diligence and fair justification.

CORRUPTION RISK

Our approach to managing corruption risks is expressed through:

1. Not accepting or granting any material or immaterial advantage that may be considered corrupt behavior;
2. Notifying immediate supervisors of attempts to grant benefits or benefits actually obtained.

HEALTH AND SAFETY AT WORK

Our approach to health and safety at work is expressed through:

1. To comply with the legal requirements and the internal health and safety procedures of the occupied position;
2. Contingency plans and response procedures, such as: emergency reporting, staff training and drills, appropriate fire detection and extinguishing equipment, clear and unblocked emergency exits.
3. The use of protective equipment and clothing and their proper maintenance;
4. Using technical solutions (including blocking and tagging) to control security;
5. Conduct regular safety training;
6. Preventing accidents at work and occupational diseases and reporting accidents and activities at work, investigating cases and taking corrective measures to eliminate their causes;
7. The use of physical guards, interlocks and barriers on machines that pose a risk to the health and life of workers;
8. Access to clean toilet facilities, potable water, and sanitary facilities for food preparation, lockers, and dining areas.



PROTECTION OF PROPERTY AND TRADE SECRETS

Our approach to the company's entrusted resources is expressed through:

1. Use of equipment and devices of B & B for purposes related to the performance of the delegated tasks;
2. Maintenance of tangible and financial assets of B & B;
3. Respecting the intellectual property rights of others;
4. Use of the legal software made available by B & B and its use in the manner provided for by law;
5. To take care of information that constitutes a trade secret and not to pass it on to unauthorized persons.

III. CUSTOMER RELATIONSHIPS

Our design of customer relationships is expressed through:

1. Adherence to internal procedures governing relations with customers, including compliance with deadlines and service standards;
2. Responsible and competent information of the customer on the terms of cooperation and the characteristics of the products and services offered by B & B;
3. Reliably inform the Customer of the progress of the consideration of their requests, complaints or grievances;
4. Concern for the protection of information received during the establishment and implementation of cooperation;
5. Duty of care when signing and fulfilling a contract with regard to its provisions.

IV. SUPPLIER RELATIONSHIPS

We want to ensure that we work with suppliers who are willing to commit to all of the below:

HUMAN RIGHTS

Our suppliers support and respect the protection of internationally proclaimed human rights and constantly monitor within their sphere of influence that they are not complicit in human rights abuses.

FREEDOM OF ASSOCIATION

Our suppliers respect freedom of association and the right to collective bargaining.



FORCED LABOR

Our suppliers will not accept any form of forced labor such as bonded labor, prison labor, slavery, human trafficking or withholding important personal information and records from employees.

CHILD LABOR AND YOUNG WORKERS

Our suppliers do not accept child employment. The minimum age of employment may not be lower than the age at which compulsory schooling was completed and in any case not lower than 15 years. The work must not interfere with the education of young people. Special precautions must be taken for young employees under the age of 18 to protect them from accidents and damage to health.

DISCRIMINATION

Our suppliers must not engage in or encourage any form of discrimination in hiring and employment practices. Employment-related decisions are based on relevant and objective criteria.

WORKING HOURS

Our suppliers must comply with all applicable local and national standards on working hours and overtime.

COMPENSATION

Our suppliers must at least meet local and international legal minimum standards for wages and benefits, including compensation for overtime. Wage levels must allow workers to meet their basic needs and must be paid on time.

INFORMATION REQUIREMENTS

Our suppliers must adequately notify their employees of any material changes that could significantly affect them.

WORK ENVIRONMENT

Our suppliers must provide a safe work environment for all employees. Appropriate health and safety procedures must be implemented. Suppliers must, as a minimum, comply with all local and national health and safety regulations.



WORKPLACE VIOLENCE

Our suppliers must protect their employees effectively in the workplace against physical, verbal, sexual or psychological harassment, abuse or threats.

ENVIRONMENT

Our suppliers must strive to minimize the environmental impact and impact of their operations through responsible management, widespread environmental awareness and the use of low-impact technologies.

CORRUPTION

Our suppliers work against corruption in all its forms, including extortion and bribery.

V. ENVIRONMENTAL PROTECTION AND SUSTAINABILITY

Our approach to the environment is expressed through:

1. Acting in accordance with internal procedures aimed at ensuring compliance of the processes carried out with the requirements of environmental law;
2. Have and update the required environmental permits;
3. Implementation of an environmental reporting policy;
4. Minimize or eliminate emissions and releases of pollutants by controlling pollutants, changing production, maintenance and technology processes
5. Labelling, identification and treatment of chemical agents and other materials posing a risk to humans or the environment to ensure their safe handling, movement, storage and use;
6. Responsible disposal or recycling of solid waste.

Any employee can report a violation of the Code of Ethics to their immediate supervisor or management. We ensure the privacy of personal information and the discretion of anyone who chooses to report a suspected violation of the provisions of the Code.

Signed, the management of B & B
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