



# Code of Conduct

## Appendix 3 Framework Contract

The client stands for catering products to competitive prices along with a good quality. This implies that the products must be manufactured under conditions which are environmentally and socially sustainable. The client takes responsibility for the business partners, their employees and for a social and an ecological global environment.

This Code of Conduct is the basis for all business relationships and applicable to all suppliers and business partners that manufacture the client's products. It specifies what the client requires from the suppliers, their subcontractors and other business partners and is based on internationally agreed standards such as the Universal Declaration of Human Rights, The UN Convention on the Rights of the Child applicable ILO Conventions, as well as national legislation. The business partners are responsible for communicating, acceptance and compliance with the principles of this Code of Conduct. All the regulations in this Code of Conduct should not be seen as maximum principles, they should always be passed to a better whenever possible.

### 1. Legal compliance

The client's suppliers, their subcontractors and other business partners must always follow the national laws or regulations of the country, state and territory in which they operate. In case requirements of this Code conflict with national law the supplier must notify the client at once before signing this Code. Nevertheless the demands and regulations of the client may go beyond the requirements set out in national law.

### 2. Child Labor

The client does not accept child labor and does not tolerate any other form of the exploitation of young employees.

No employee should be under an age of 15 years (where the national law so allows not under an age of 14 years). The business partners must guarantee that no young worker (referring to the UN Convention on the Rights of the Child: a child is a person until an age of 18) has to perform any work that is unsafe or can take a negative effect on the child's education or to be dangerous to the child's health, physical, mental, spiritual, moral or social development.

### 3. Health and Safety

The client wants the business partners to provide a safe and healthy working surrounding. Their workers safety has to be a priority at all times. The client does not accept risky equipment or unsafe buildings. Emergency exits on all floors must be clear and visible signed, well-lit and unblocked all the way out of the building at all working hours. In addition everyone working at the building has to be trained and updated in periodically drills in order to know how to act in case of fire or any other emergency. Evacuation plans, firefighting equipment and first aid equipment must be available any time.

#### Impressum

LUSINI Solutions GmbH  
Hettlinger Straße 9  
86637 Wertingen  
Germany

#### Kontakt

T: +49 8272 807 100  
F: +49 8272 807 202

#### Bankverbindung

Sparkasse Dillingen-Nördlingen  
IBAN: DE94 7225 1520 0005 3079 10  
SWIFT/BIC: BYLADEM1DLG  
USt-Id.-Nr.: DE 813500492

#### Handelsregister

Amtsgericht Augsburg: HRB 35131  
Sitz der Gesellschaft: Wertingen  
Geschäftsführer: Tobias Steinbacher, Daniel Radke



## 4. Workers Rights

### 4.1. Discrimination

The client does not accept any forms of discrimination including any exclusion or preference based on sex, race, skin color, age, caste, religion, political opinion, physical or mental disability, national or social background, ethnic origin, nationality, sexual orientation or other personal characteristics. All workers must be treated equally with respect and dignity. Under no circumstances the client accepts humiliating, corporal punishment, harassment or abuse against employees.

### 4.2. Working conditions

The working hours of every employee has to comply with the regional law, all industry standards or the relevant ILO Conventions. Overtime must not exceed the permitted maximum number of weekly hours allowed by the law. If there are no restrictions, the hours of overtime work should not be higher than 12 hours per week. In a seven day period employees are entitled to at least one day off. Overtime must be voluntary and correctly compensated according to the law.

### 4.3. Wages

The client's suppliers and their business partners guarantee to pay the wages of their employees regular and on time. The client's minimum requirement is that the wages paid are equal or exceed the minimum wage prescribed by law or applicable industry-specific custom, whichever is higher. It should be sufficient to cover an employee's basic needs. Every employee has the right to get a written specification, to see how the wage has been calculated. The wage must reflect the experience, qualifications and performance of the employee. Illegal and unfair deductions are not allowed.

## 5. Environmental protection

The environment and protection of nature is the client's focus, especially how the production of the client's products contributes to climate change and water stress. The client expects the suppliers and other business partners to act responsibly in this respect. Environmental laws and regulations in the country of operation must be followed and relevant permits and licenses must be available. An ongoing effort to prevent contaminations and an observation of appropriate waste management, handling and disposal of chemicals, emission and wastewater treatment is expected.

## 6. Monitoring Code of Conduct

The client reserves the right to make unannounced audits at all units producing client's products, in order to evaluate compliance with the Code of Conduct. The client also reserves the right to appoint an independent third party of the client's choice to conduct audits. During audits the client requires unrestricted access to all areas of the building, to all documents and to all employees for interviews. In case of non-compliance the client's suppliers are obliged to take immediate remedial action. The client supports and allows in such case sufficient time for proposing and implementing a corrective action plan. Unwillingness to cooperate or repeated violation of client's Code of Conduct may lead to reduced business and final termination of the business relationship with the client.

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