



**GABRIEL-CHEMIE**  
GROUP

*Our standards*

*Social environment*

*Sustainability*



# CODE OF CONDUCT



# CODE OF CONDUCT

## *our story*

As a family business with a global reach, we are aware of our societal and environmental responsibilities and are fully committed to them. The Code of Conduct, which is founded upon our core values, provides guidelines for ethical, legal and standards-compliant conduct within the Gabriel-Chemie Group and for all representatives. The sections of the Code of Conduct are structured according to the three pillars of sustainability.

Our company was founded in 1950 by Josef Houska as a family business and is now managed by the second generation. Our development over the past 70 years has consistently been characterised by resiliency and growth. Responding to events such as the post-war economic miracle, the oil crisis of the 1970s, the subsequent consumer and plastics boom, the global financial crisis. Most recently, the fight against climate change has challenged us and made us stronger over the decades.

Our clear vision and a high degree of innovation have shaped us into a successful company. The third generation of the family is now emerging as management and will drive the positive evolution of our company and lead us into a new, changed world where sustainability takes priority.

We are actively engaged around the globe now with nine locations. During these times of climate change in particular, our role is to be responsible and sustainable concerning plastic and its use. We expect this level of responsibility from everyone involved in the entire value chain. Our Code of Conduct defines how we achieve our goals, what values we represent and what we expect from our partners and employees.



# OUR CLAIM

## *what we intend*



### **ECONOMY**

We are an independent, internationally operated family business. The family company's focus is on continuance and security, so that the innovative spirit of our founder, Josef Houska, will continue to live on and inspire many generations to come. We strive to ensure that with each new generation, the company is passed on in a better state than before.

### **RELATIONSHIP WITH STAKEHOLDERS**

We strive to make the relationship with our customers, business partners and suppliers as beneficial as possible for all parties. We expect our partners in business to comply with applicable laws and regulations and act in accordance with sound ethical principles that are consistent with our business principles. Our general Code of Conduct for supplier companies and their subcontractors is also available online on the internet supplier portal at [www.gabriel-chemie.com/Beschaffung](http://www.gabriel-chemie.com/Beschaffung).

### **FAIR COMPETITION**

We are committed to transparent and fair competition and follow the applicable regulations. All employees are required to comply with the principles of fair competition and all relevant regulations. Employees are prohibited from discussing confidential matters such as prices and sales conditions, costs, production capacities, stock levels or similar confidential information relating to the common competitive market in discussions and contact with competitors. All requirements under antitrust law must also be observed.

### **ANTI-CORRUPTION**

We do not tolerate any form of corruption, disloyalty or embezzlement. Even where no or inadequate legal order prevails, no attempt may be made to unlawfully influence others in business dealings by exchanging money or money-like gifts or by offering or granting other benefits. All employees are strictly prohibited from offering and accepting benefits that could result in bias. Permitted are locally customary gifts of low value, provided that they are items or invitations within reasonable limits. As a guideline, gifts and invitations below EUR 100 per occasion may be considered to be of "low value". In case of doubt, the supervisor must be consulted before acceptance. If the "low value" is exceeded, approval by the GC Board is mandatory.



### **SOCIAL**

Our employees are the heart of our company and the key to our success. We focus on the spirit of family and togetherness. Because we can only achieve our goals together! Our Gabriel-Chemie family is a team that respects each other, trusts each other, goes through ups and downs together and works together in a solution-oriented manner. We always encourage the development of all our employees and give them the opportunity to learn. We see our partners as part of the family. Be it employees, customers, suppliers, the environment or society, we focus on partners who share our values. We listen and understand the needs of our customers. Together we develop innovative, sustainable and reliable products & solutions.

### **INITIAL AND CONTINUING TRAINING**

We offer all employees the opportunity for further development and innovative work without restrictions. We are already a pioneer in this area with numerous measures. Our in-house GC Academy, in which our employees share their valuable knowledge, forms the foundation for our culture of learning and exchange. In addition to this extensive range, we offer many training courses with external companies adapted to the requirements of modern working life. In addition to classic training, we value international onboarding events that promote exchange between locations. E-learning and webinars offer employees at all locations maximum flexibility and reduced travel expenses for their continuing training.

# HUMAN RIGHTS & *labour conditions*

## **FREELY CHOSEN AND REGULATED EMPLOYMENT RELATIONSHIP**

Our employees work for us because they choose to. We do not accept any kind of forced or involuntary labour. Our employees carry out their work on the basis of a regulated employment contract based on national labour laws. Wages and remuneration are paid at least in accordance with national legal requirements.

## **FREEDOM OF ASSOCIATION AND THE RIGHT TO COLLECTIVE BARGAINING**

We respect national laws and customs, negotiate and conclude collective bargaining agreements at the appropriate levels, and the right to join employee representative bodies.

## **SAFETY AND HEALTH**

We promote the health and safety of our employees by creating a healthy and safe work environment that is in keeping with the times. We observe and continuously monitor prescribed standards for occupational health and safety. Impairment of work performance by alcohol or drugs is strictly prohibited.

## **NO CHILD LABOUR**

Child labour is not acceptable under any circumstances and must be prevented at all costs.



## **NO FORCED LABOUR**

Forced labour is not acceptable under any circumstances and must be prevented in its entirety.

## **WORKING HOURS**

Our working hours meet international standards and do not exceed the requirements of the respective national laws. We also promote work-life balance through teleworking and flextime models for employees in positions in which these models are applicable..

## **DIVERSITY AND OPPORTUNITIES**

We respect all people regardless of their age, gender, constitution, nationality, ethnicity, religion or sexual orientation. We respect their dignity, their rights and their privacy. We promote employee diversity in terms of education, experience, age, cultural background and gender.

## **NO HARASSMENT**

We do not tolerate discrimination or harassment of our employees. We do not tolerate covert discussions about inadequacies or misconduct by colleagues.



# TRUST & *commitment*

## PRIVACY AND CONFIDENTIALITY

Information and data concerning our company and relevant business intel, network of business partners and customers are subject to confidentiality and may not be passed on to unauthorised third parties. All our employees are obliged to protect non-public information and to comply with the provisions of the Data Protection Act. All personal data of customers, business partners and employees is stored and handled in accordance with the applicable General Data Protection Regulation.

## HANDLING OF COMPANY PROPERTY

Employees are encouraged to use all company property such as systems, business premises, facilities, tools, vehicles, consumables, raw materials etc. carefully and exclusively for company purposes and not to waste it. The use of company property for private purposes (e.g. company car) must be granted individually from the company.

## SOCIAL COMMITMENT

As a family business, we are particularly aware of our corporate social responsibility. We support social activities and organisations as much as we can, but we do not support political parties and do not finance affiliate organisations or groups. More information can be found in the sponsoring and donation guidelines at [www.gabriel-chemie.com](http://www.gabriel-chemie.com).



## ENVIRONMENT

Sustainability is our credo by conviction. Our actions and decisions are balanced economically, ecologically and socially. We strive to proactively shape the future, develop solutions that benefit society and limit activities that harm the environment. This allows us to become part of a positive change in society and contribute to increasing the value of plastic.

## RESOURCE CONSERVATION

As part of our business activities, we strive to use natural resources as efficiently as possible. We aim for the best possible balance between economy, ecology and social responsibility and operate efficient production facilities that are safe for employees, residents and the environment. We continuously optimise our business processes to reduce resource consumption, while simultaneously making efforts to reduce the amount of waste or to put it to further use

## ZERO PELLETT LOSS

We are committed to minimising loss of plastic granules, flakes and powder through optimisation processes and broad-based information campaigns. This commitment includes a 10-point action plan to be implemented across the group.

## DISCOVERY OF MISCONDUCT

If employees discover violations of the Code of Conduct or other legally dubious behaviour by colleagues, this must be reported immediately to the supervisors or the HR department. They will investigate violations of the Code of Conduct while maintaining confidentiality. Employees who report identified misconduct will not suffer any negative consequences of any kind.





## CONCLUSION

GABRIEL-CHEMIE reserves the right to supplement, change or remove the Code of Conduct at any time and for any reason. The Code of Conduct is available in German and English. In the event of contradictions between the different linguistic versions, the German version takes precedence.

**BRINGING LIFE**  
*to plastics*

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