



## **Labour and Human Rights Policy**

### **PREAMBLE**

The values of the HEUFT group as a technological leader in quality assurance for the beverage, food and pharmaceutical industry are characterized by continuous innovation for product quality, consistent design and modularity of the machines and permanent availability for our customers through our global presence in the market.

We stand for credibility and therefore as a global company it is our benchmark to comply according to the law, to create our own guidelines valid worldwide and to keep them monitored. Our Labour and Human Rights Policy is an inherent part of our compliance program with which we intend to strengthen and by consequence we continue expanding our core values. All employees of the HEUFT group make a significant contribution within their daily actions by fulfilling the policies established in our Code of Conduct.

### **SCOPE**

The following principles of the Labour and Human Rights Policy apply to HEUFT SYSTEMTECHNIK GMBH and to all HEUFT group subsidiaries, suppliers and business partners worldwide.

#### **1. Safety at work and security in the company**

The HEUFT group attaches great importance to a high occupational health and safety protection. We provide safe and healthy workplaces and comply with the health laws, regulations and internal requirements. Our processes are well organized to minimize the risk of accidents, injury and exposure to health risks.

All employees of the HEUFT group are individually responsible for their own safety and the safety of others at their workplace.

The HEUFT group pays great attention to the confidential handling of data and information. Any form of violation is avoided. All information from customers, suppliers, employees as well as from third parties must be protected according to the legal and contractual requirements and therefore must not be disclosed to third parties.

We protect the privacy of our employees, our customers, suppliers and their employees. We expect our employees, our customer, suppliers and their employees to treat and protect our privacy in the same way. In particular we prohibit acts or audits through which confidential company or individual data could be exposed.

#### **2. Child & Forced Labour**

Any form of child labour according to the conventions of the United Nations and / or the national laws is strictly prohibited. All types of forced or compulsory labour, like the employment of prison inmates are prohibited.



### **3. Equal opportunities and mutual respect**

The HEUFT group does not accept discrimination in the workplace. Every employee has the fundamental right to a respectful and fair treatment. No one will be discriminated, favoured or harassed because of their ethnic origin, skin colour, religion, sex, age, sexual identity, appearance or for any other reason.

The HEUFT group pursues a zero tolerance policy regarding mobbing or damaging a company's or person's image by emitting statements in internal or external networks. The applicable rules can be reviewed in the Social Media Guideline of the HEUFT group.

The company grows because of its employees and their individuality and therefore we also respect their freedom of opinion. No one will have any disadvantages because of expressing their opinion, as long as this does not violate any rights of third parties.

### **4. Fundamental social rights and principles**

All employees have the right to set up or to associate themselves with an organization, a society for common purposes or to lead collective negotiations, as long as they do not violate national or international law.

### **5. Career Management, Wages and Benefits**

It is our aim to be one of the best employers in our business. Therefore the HEUFT group offers human resources development programs which give each individual the chance of personal growth. Our employees are hired because of their qualifications and skills and promoted according to their performance and potential.

The company compensates all employees competitively in relation to the industry and local labour market. We operate in full compliance with the applicable wage, working hours and overtime legislation.

Employees who observe behaviour that is not in accordance with law, our regulations or this Labour and Human Rights Policy may report their observation to the General Management without fear of victimisation, subsequent discrimination, disadvantage or dismissals.

## **HEUFT SYSTEMTECHNIK GMBH**

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