

Code of Conduct



Our understanding of sustainability in supplier management

We at rff Rohr Flansch Fitting Handels GmbH (rff) view sustainability as a key element of our business processes. As an internationally-active trading company, we procure goods and services from suppliers in order to ensure the enduring success of our customers with innovative product and service solutions.

The basis for this is a responsible system of corporate management aimed at adding value in the long-term. For this reason, we involve suppliers directly in our sustainability strategy. In addition to process related, economic and technical criteria, our procurement activities also acknowledge social and ecological aspects such as human rights, working conditions, the prevention of corruption and environmental protection. In the area of interaction between product/service, market, region and process, the elements of cost, quality, reliability, innovation and sustainability are key factors for the selection and evaluation of suppliers.

rff expects the activities of its suppliers to satisfy the respectively-valid national laws, the principles of the United Nations Global Compact (GC) and this rff Supplier Code of Conduct. Furthermore, it is expected that they introduce suitable processes, where these are not already in place, that support the observance of the applicable laws within their company and promote continuous improvement with regard to the principles and requirements of the rff Supplier Code of Conduct. Moreover, rff expects its suppliers to ensure that their affiliated companies also observe and recognise all of the principles and requirements described here. Furthermore, rff expects that the supplier enforces the rff Supplier Code of Conduct accordingly with its suppliers and sub-suppliers, to the extent that this is possible.

Relationship with employees

rff expects its suppliers to observe the fundamental employee rights of the respectively-valid national legislation. Moreover, rff expects recognition of the core labour standards of the International Labour Organization (ILO), taking account of the laws and legal forms in the various countries and locations.

Child labour (GC 5, ILO 138)

rff does not accept any child labour. Suppliers are required to take the necessary preventive measures to ensure that they do not employ any persons that have not yet reached the statutorily required minimum age for the employment. This means that, where local laws do not stipulate a higher age limit, no persons may be employed that are younger than the age for completion of compulsory schooling or younger than 15 years of age (or 14 years, where this is permissible under ILO convention 138). In the case of entitled minors, management is responsible for the provision of working conditions, working hours and wage types that are appropriate for their age, whereby the observance of applicable local laws is regarded as a minimal requirement. The minimum age for hazardous work is 18.

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Discrimination (GC 6, ILO 111)

Suppliers are required to support equal opportunities, fairness and diversity and ensure that all employees are treated strictly in accordance with their skills and qualifications in workplace decisions, irrespective of their ethnic origin, religion, sex, age, nationality, handicap, personal relationships, membership of trade unions and/or political opinion.

Forced labour (GC 4, ILO 29)

rff expects its suppliers not to employ personnel under forced or involuntary conditions. This will not be tolerated in any form. This includes all work or services conducted by a person under the threat of punishment and for which the person has not voluntarily declared their agreement. Suppliers are also not permitted to demand that employees pay in monies or deposit original documents such as passports, training certificates or similar during their employment.

Freedom of association (GC 3, ILO 87)

rff expects that its suppliers respect the rights of employees in accordance with national legislation to, for example, conduct collective negotiations. rff does not tolerate any discrimination of employees based on the exercising of these rights.

Remuneration and working hours

rff expects its suppliers to observe the respectively-valid national laws regarding working hours. Moreover, it is expected that the employees of the suppliers receive remuneration that complies with the respectively-valid national laws.

Support and respect for human rights (GC 1 and GC 2)

Suppliers are required to support and respect the protection of human rights. They must be in a position to confirm that they do not participate in the abuse of human rights and they must adhere to the leading international ethical guidelines, which are supported by rff.

Occupational health and safety (ILO 115)

rff expects its suppliers to observe the respectively-valid national laws regarding occupational health and safety. This consists on the one hand of minimising actual and potential occupational health and safety risks and on the other hand the training of employees in how to avoid accidents and occupational illness. Places of work must be designed in a way that enables employees to carry out their tasks in a safe and healthy environment, including fire prevention. To minimise risks, corresponding guidelines must be in place to protect the health and safety of employees, together with training and the clear description of roles. Suppliers must take suitable measures for their employees to ensure safety and avoid accidents and illness that may arise from conditions in the workplace. This includes the availability of first aid equipment, for example.

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Environmental protection (GC 8, OECD 5)

rff expects its suppliers to observe the respectively-valid national environmental laws, regulations and standards. Suppliers should ideally have an environmental management system or, as a minimum, commit themselves to the development of an environmental guideline or an environmental system to ensure the continuous improvement of their own ecological performance.

Environmental problems (GC 7 and 9, OECD 5)

Suppliers must conduct their transactions in a way that protects and preserves the environment, for example by paying attention to water consumption and wastewater treatment. When developing products and services suppliers must address and minimise the negative environmental impacts that the products and services may cause in their manufacture, sale and application, as well as in their disposal.

Conduct in the business environment

Prohibition of corruption and bribery (GC 10, OECD 9)

rff expects that its suppliers do not tolerate corruption and ensure observance of the convention of the United Nations (UN) and the Organisation for Economic Cooperation and Development (OECD) for tackling corruption and the relevant anti-corruption laws. In particular, they shall ensure that their employees, sub-contractors or representatives offer, promise or grant benefits to rff employees or affiliated third parties with the aim of gaining an order or other preferential treatment in business transactions.

Suppliers are required to act against all forms of corruption, including extortion and bribery. No falsified documents or other illegal practices may be applied and no undeclared production units of suppliers may be utilised.

Invitations and gifts

rff expects that its suppliers do not misuse invitations or gifts to exert influence. Invitations or gifts to rff employees or affiliated persons shall only be granted where occasion and scope are appropriate, i.e. they are of low value and may be regarded as an expression of standard local business practice. Similarly, the suppliers shall not request inappropriate benefits of rff employees.

Avoidance of conflicts of interest

rff expects its suppliers to make decisions regarding their business interactions with rff solely on the basis of objective criteria. Conflicts of interest with private concerns or other economic or other activities, including those of members of or people or organisations otherwise close to the company should be avoided at the outset.

Free competition

rff expects its suppliers to conduct themselves fairly in competition and to observe applicable cartel laws. Suppliers shall not engage in agreements with competitors that infringe anti-trust law, nor abuse an existing, dominant market position that may exist.

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Money laundering

rff expects its suppliers to observe the relevant statutory commitments to money laundering prevention and to not engage in money laundering activities.

Observance of customs and embargo requirements

rff observes all international trade laws and terms that apply to us wherever we conduct our business.

We expect our suppliers to understand and abide by the applicable laws and regulations with regard to export, trade, non-proliferation and arms control, as well as the applicable trade operations. Suppliers may never take part in boycotts or other restrictive trade practices that are prohibited or punishable under international or national law.

Communication and records (GDPR)

The suppliers protect and utilise confidential information only to an appropriate extent and for the intended purpose, to ensure the protection of company, employee and personal rights. The suppliers communicate with integrity and in accordance with respective confidentiality agreements, disclose information in a timely and appropriate manner and keep precise company books and records. Suppliers have suitable processes for the archiving and accessing of records of relevance for the resolution of legal disputes.

Quality

rff is dedicated to offering our customers safe and innovative products. To enable this, we procure our products in accordance with all applicable laws and regulations. rff expects its suppliers to guarantee the safety and performance of the products and services that they offer. In this manner we can guarantee the quality and safety of the products and services that we offer our customers.

Suppliers should ideally utilise a management system to enable the continuous improvement and observance of the expectations of these principles. The management systems should be easily accessible and clearly verify the observance of all customer requirements.

Observance of the rff Supplier Code of Conduct

Any infringement of the principles and requirements stated in the rff Supplier Code of Conduct shall be regarded as a significant impairment of the contractual relationship on the part of the supplier. In the case of suspected failure to observe the described principles and requirements of the rff Supplier Code of Conduct (e.g. negative media reports) rff reserves the right to obtain information about the respective circumstances and, where necessary, conduct or commission an audit on site. Furthermore, rff has the right to terminate without notice individual or all contractual relations with suppliers that are proven to not satisfy the rff Supplier Code of Conduct or that do not attempt and implement improvement measures, after rff has set a reasonable deadline for this to be achieved.

rff whistleblower system

Don't hesitate to contact us anonymous over our whistleblower system on our web site . <https://www.rff.de/en/whistleblower-system/>

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References

United Nations Global Compact (GC)
www.unglobalcompact.org

Universal Declaration of Human Rights
www.un.org/en/rights

International Labour Standards (ILO)
www.ilo.org/global/standards/lang--en/index.htm

International Organization for Standardization (ISO)
www.iso.org