



# GTK code of conduct for suppliers and business partners

Frank Henning, GTK UK Ltd  
1/6/2012

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## **Introduction**

At GTK we accept our social responsibility for good corporate citizenship and expect all of our suppliers to take the same positive approach to enhancing good business ethics. This code of conduct is to outline the minimum requirements we expect from our suppliers.

## **Legal Compliance**

We require that suppliers of GTK must comply with all applicable laws and regulations in the locations where they conduct business, and wherever applicable have an on-going documented program.

## **Environmental Practices**

Suppliers must comply with all applicable laws and regulations regarding labelling, recycling and disposal of chemicals and materials to:

- Reduce harmful emissions into the environment ( air, water and land )
- Maximise recycling and reuse of materials and packing
- Minimise waste
- Seek to reduce consumption of energy and materials
- Incorporate environmental considerations into the procurement of goods and services.



## Employment Practices

Suppliers must comply with all applicable laws and regulations regarding employment practices, specifically those outlined in this section.

### Child Labour

Use of child labour is not permissible. Suppliers shall not employ anyone under the legal age as determined by the laws in the country where they conduct business. GTK will not do business with any suppliers who employ anyone under the legal age. GTK supports the development of legitimate workplace apprenticeship programs which supply educational benefits for young people.

### Forced Labour

Suppliers shall not use forced or prison labour, in addition suppliers should not engage or use suppliers or sub-contractors that forces work to be performed by unpaid or underpaid by workers who are working against their will.

### Disciplinary Practices

Suppliers shall not use corporal punishment, harassment or abuse either mental, physical or sexual as a means of discipline or coercion.

### Working Hours

Suppliers shall adhere to all applicable local laws and regulations with the respect to the number of hours and days worked. If no such law exists suppliers should ensure that workers are not required to work an excessive amount of hours in a standard working day and are given at least one day off in seven.

### Discrimination

Suppliers shall support the protection and promotion of basic human rights, respecting individual diversity and shall not tolerate discrimination based on race, colour, national origin, religion, age, gender, marital status, sexual orientation or political affiliation or any similar grounds.



## Health & Safety

Suppliers are expected to safeguard workers from, hazards and long term damage to their health and should provide the environment and equipment to protect the health, safety and welfare of all its employees. Working conditions should be safe and hygienic with adequate assessments to ensure workers exposure to hazards are identified, evaluated and reduced as far as reasonably possible, especially with regard to hazardous chemicals and gases.

Suppliers should apply appropriate controls and safe working practices such as machine guards and barriers. Personal protective equipment (PPE) such as eye protectors, ear defenders and gloves , must be supplied free charge and made accessible to employees where appropriate. Suppliers must ensure that employees use PPE provided as appropriate.

Suppliers should protect employees against any cumulative effect that may be detrimental to the employee's long term health caused by working conditions or practices.

## Suppliers

GTK suppliers should actively work with their suppliers and sub-contractors to ensure these requirements are followed throughout the supply chain and all parties embrace good working ethics and working conditions for its employee's.