

CODE OF CONDUCT

THE FUNDAMENTAL STANDARDS OF CONDUCT OF MULTIFELT FACTORY



CODE OF CONDUCT

This Code of Conduct comprises the most important basic rules and principles of our company. It provides a framework of daily operation and applies equally to each of us - to the executives and to each individual employee.

In our business activities and our conduct, we observe the law.

If there are any hints or indications of violations of the rules of Code, guidelines and/or laws, these will be reported to the executive(s) who will investigate the facts. Remedial action is to be taken immediately and the violations are to be punished appropriately.

The managers must set an example by their conduct and ensure that staff members understand the requirements of the Code.

We expect our business partners to comply with the same standards that we apply to ourselves or with their own equivalent requirements in their own codes.

1. COMPLIANCE WITH LABOUR AND SOCIAL STANDARDS

- Compliance with the safety regulations and standards.
- Respect of ethical principles.
- Obligation to respect human rights.
- No acceptance of any kind of discrimination, in particular, discrimination based on age, race, skin colour, gender, sexual orientation, origin, religion or disability.
- No tolerance of child labour and forced labour.
- Promotion of a diverse and integrative working environment.

2. PROTECTION OF HUMANS AND THE ENVIRONMENT

- Compliance with environmental and health protection regulations.
- Consideration of legal and technical requirements and standards for production and product safety to protect employees, local environment, and business partners.
- Responsible and cautious use of materials and resources based on economic, ecological and social aspects.
- Complying voluntarily with standards and/or programs related to responsible sourcing.

3. COMMITMENT TO LONG-TERM ECOLOGICALLY RESPONSIBLE LAND USE

- We have established long-term partnerships with our suppliers who adhere to ecologically responsible land use practices.

4. COMMITMENT TO REDUCING ENVIRONMENTAL HARMS

- Our company and our suppliers are dedicated to minimizing environmental impact throughout the wool extraction and manufacturing processes.

5. COMMITMENT TO MEETING VOLUNTARY STANDARDS AND PROGRAMS ADDRESSING RESPONSIBLE SOURCING

- Our suppliers and our company adhere to the following voluntary standards and programs:

6. PREVENTION OF CORRUPTION AND MONEY LAUNDERING

- No tolerance of corruption in cooperation with suppliers, customers, other business partners or public officials.
- No tolerance of money laundering activities, i.e. the transfer of assets resulting from criminal offences into the regular financial and economic business

7. DATA PROTECTION

- Treatment of personal as well as company-related data in accordance with applicable data protection laws.
- Protection of confidential information and business records from access and inspection by non-involved employees and other third parties.
- No data collection or processing without the consent of the relevant person, excluding data collection required by the law.

8. PROTECTION OF COMPANY PROPERTY AND THE PROPERTY OF BUSINESS PARTNERS

- Responsible use of company property, i.e: protecting the company's assets against loss, damage, theft, misuse and unauthorised acts.
- Protection of business secrets and intellectual property.
- Respect of assets and intellectual property of business partners based on agreements and applicable legal provisions.

9. PROMOTION OF FAIR COMPETITION

- No violence of anti-trust laws.
- Fairness towards competitors.
- Fairness towards colleagues, competitors, customers, suppliers, and any other partners.