KGK CODE OF CONDUCT

HUMAN RIGHTS
We uphold and respect the protection of human rights as proclaimed internationally. We ensure that we do not abuse human rights.

LABOUR STANDARDS
Freedom of the employees
To the extent permitted by the relevant laws, all employees may form and join or not join trade unions or similar external representative organizations and discuss these collectively.

Forced labour
There is no forced, compulsory or obligatory labour and workers may leave their employment upon reasonable request as required by national law or contract. Workers are not obliged to make monetary contributions to their employer or to present their identity documents.

Conditions of employment
Employees understand the terms and conditions of their employment. Benefits and conditions are fair and reasonable and at least minimally in line with national laws or industry standards. Hours of work are determined in accordance with national law and do not exceed the number specified by law.

Child labour
Persons below the minimum legal age for employment are not employed. The minimum age is when compulsory education has been completed, or at least 15 years of age (or at least 14 years of age in countries where educational institutions are not sufficiently developed), as specified in Article 2.4 of ILO Convention No. 138 concerning minimum age.

Children shall not be employed in harmful work or in work which is not appropriate to the child's personal development. A child is a person under the age of 18 years as defined in Article 1 of the United Nations Convention on the Rights of the Child. Personal development includes the child's state of health or physical, mental, spiritual, moral or social development as referred to in Article 32 of the United Nations Convention on the Rights of the Child.

The best interests of the child must be a primary consideration in the employment of a child. A range of strategies and programs must be used, supported and developed to assist the child in his or her work.

Elimination of discrimination
Employees are treated with respect and dignity. General punishment, physical or verbal harassment, or other unlawful insults, threats or other forms of intimidation are prohibited. Any discrimination based on bias and prejudice, i.e. discrimination on the basis of race, color, gender, sexual orientation, marital status, pregnancy, parental status, religion, political opinion, nationality, ethnic origin, social origin, social status, local resident status, disability, age, union membership and other characteristics protected by applicable local laws is prohibited.

Employees with the same qualifications, experience and behavior shall receive equal remuneration for the same work in relation to the relevant persons with whom they may be compared.

Working conditions
Workers shall be provided with a safe and healthy working environment and, where agreed, accommodation in accordance with international standards and national laws. Workers shall be provided with appropriate health and safety information and training. Safety includes, for example, clearly marked and unobstructed exits, emergency exits and evacuation plans posted on each floor, regular inspection of fire hazards and escape hatches, first-aid equipment, safe and appropriate use, marking and labelling of chemicals, equipment and work processes. The workplace and, where provided, accommodation shall be maintained at an acceptable temperature and noise level, with adequate ventilation, lighting, clean toilets, drinking water and, where available, sanitary facilities for food storage.

ENVIROMENT
Finite resources shall be used responsibly and carefully. We publicize actions that reduce any environmental burden associated with our activities. Innovative product and service development that benefits the environment and society is supported.

ANTICORRUPTION
No form of extortion or bribery is tolerated, including inappropriate offers of monetary benefits to or demands for benefits from employees and organizations.

Supplier relations
The ELGESI CODE applies to all KGK's activities and to all parties that are related to KGK's products, services and other business activities ("Supplier").

Compliance
KGK requires the Supplier and its subcontractors to comply with the CODE of CONDUCT , which may require higher standards than those prescribed by national law. Upon request, the Supplier shall provide, to the extent reasonably required by the AAC, information and/or enable AAC representatives to visit the premises to ensure that the Supplier and its subcontractors comply with the CODE of CONDUCT.

Obligation to inform
The Supplier must ensure that its employees and subcontractors are aware of and comply with the CODE of CONDUCT.