

CODE OF CONDUCT

For Suppliers and Partners HEINZ-GLAS Group

ADDICTED TO GLASS



HEINZGLAS
family-owned since 1622



FOREWORD

Dear readers,

Our Code of Conduct is based on our corporate values and strategy and establishes the standards for our conduct in our everyday business practices.

The Code applies worldwide to all suppliers and partners. Anyone who does not comply with our binding rules or infringes upon them is by no means working in the interests of the HEINZ-GLAS Group.

This may be reason and cause for the HEINZ-GLAS Group to terminate the business relationship including all associated supply contracts.

The Code can be substantiated through specific guidelines per subsidiary, and if necessary adapted to the social and legal particularities of each country.

Carletta Heinz

Carletta Heinz
Owner & CEO

Virginia Elliott

Virginia Elliott
CSO

Frank Martin

Frank Martin
CFO



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All formulations relating to people apply to both male and female employees.

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HUMAN AND LABOUR RIGHTS



Putting people first.

The actions of all individuals within the HEINZ-GLAS Group is geared towards universally applicable ethical values and principals. This especially applies when it comes to integrity, honesty, respect for human dignity, openness and non-discrimination between religions, ideologies, gender and ethnicity. This is an important part of our corporate culture.

The HEINZ-GLAS Group, which includes all subsidiaries at home and abroad, and its suppliers and partners shall observe the statutes and laws in their respective countries. All employees must observe the laws when conducting their daily business and must also comply with legal provisions as well as with this Code of Conduct. We promote moral courage and ethical conduct among all of our employees. Our employees make their decisions after careful and objective consideration of the situation, using common sense and in a responsible manner regarding all parties concerned, both internally and externally.

The well-being of every individual within the company's sphere of influence is of the utmost importance. We expect the same from our suppliers and partners. Compliance with internationally recognized human rights is also at the heart of all of our business relations. In addition to the applicable jurisdiction and laws of each country, we also strongly adhere to the Universal Declaration of Human Rights (UNO 1948). The fundamental principles and rights at the workplace laid out in the ILO Declaration of 1998 (prohibition of child labor, forced labor, discrimination and freedom of association and right to collective bargaining) are considered paramount.

1.1. Discrimination

We value each and every employee as an individual. Our appreciation goes far beyond the economic benefits for the company. We treat our employees and business partners with fairness

and tolerance. All types of discrimination, sexual harassment or personal attacks contradict our corporate principles and will not be tolerated. Equality is an integral principle – regardless of ethnic origin, color, sex, religion, nationality, sexual orientation, social origin, disability or political affiliation, to the extent that it is based on democratic principles and tolerance towards those with different views. We request our suppliers and partners to commit to the above.

1.2. Child labor

Child labor does not exist in any area of the HEINZ-GLAS Group or its suppliers and partners. Where the local laws do not specify a higher age limit, no workers are employed who are of school age or younger than 15 years old. Workers under 18 are not allowed to carry out any dangerous activities and are excluded from working at night (taking into account the training requirements). The ILO Convention 138 is the standard used and establishes the minimum age for employment. The HEINZ-GLAS Group obliges its suppliers and partners to comply with this standard.

1.3. Forced Labour and Human Trafficking

Our employees are selected, hired and promoted on the basis of their qualifications, skills and abilities. Any form of forced or bonded labor is in no way permitted. This also applies to our suppliers and partners.

1.4. Working Times and Remuneration

Working hour agreements, overtime, remuneration, holiday entitlements or fringe benefits are established in accordance with the applicable laws and regulations (as the minimum standard) or serve as a benefit in favor of the employee. The remuneration paid for full-time employment must be enough to cover the employee's basic living costs. Illegal and unauthorized wage deductions in the form of direct or indirect disciplinary measures are forbidden. All applicable laws and rights are complied with equally by the HEINZ-GLAS Group and its suppliers and partners.

1.5. Occupational Health and Safety

Occupational health and safety management has the highest priority. In order to avoid health hazards, occupational health and safety regulations must be observed. Occupational health and safety is not a minor matter but an obligatory task of each individual. The managers have an important and necessary function as a role model and delegator. We and our suppliers and partners work hard to establish safe conditions in the working environment and regularly inform each employee on how to comply with them to exclude hazardous risks to their health or to keep risks as low as possible.

1.6 Employee representation and complaint management

The interests of employees of the HEINZ-GLAS Group and its suppliers and partners are taken seriously and dealt with confidentially in the framework of our complaint management system. Employees can confidentially contact a member of the works council or an employee of the personnel department at any time. All indications and reports are taken into account and if necessary, the appropriate measures are taken. All complaints will be treated confidentially in accordance with the statutory framework. At the same time, ignoring the supervisor without a justifiable reason or intentional slander of other employees is not tolerated.

1.7. Dealing with conflict materials

For the conflict minerals tin, tungsten, tantalum and gold as well as other raw materials such as cobalt, the supplier or partner establishes processes in accordance with the Organisation for Economic Cooperation and Development (OECD) guidelines for the fulfilment of due diligence to promote responsible supply chains for minerals from conflict and high risk areas and expects the same from its suppliers. Smelters and refineries without adequate audited due diligence processes are avoided.



ECOLOGY



Our footprint is getting smaller and smaller.

We are aware of our responsibility towards the environment and future generations. We strive to sustainably support the natural environment and preserve its resources within our sphere of influence.

2.1. Managing Natural Resources

The HEINZ-GLAS Group uses the best possible, environmentally friendly practices and constantly improves them. The regulations and standards on environmental protection must be fulfilled at all business locations; in addition, we proceed very responsibly and in a future-oriented manner regarding natural resources. We commit our suppliers and partners to follow our example.

2.2. Resource Conservation

Energy (electricity and gas) and water consumption are constantly kept in check and reduced or compensated for in a targeted manner through continuous processes. This also applies to CO₂ and VOC emissions. We are actively involved in environmental protection through conscious consumption of natural resources. We expect the same mindset from our suppliers and partners.

2.3. Recycling

All waste and recyclable materials of the HEINZ-GLAS Group are sorted and, as far as possible, added to recycling processes. Rejects from production are reused in the best possible way in our own production. We also expect the best possible recycling process from our suppliers and partners.

2.4. Certifications, assessments and management systems

Certifications and evaluations by accredited and independent companies serve as a constant monitoring and transparency mechanism in the framework of globally applicable standards. They are a sign of quality and sustainable structures, procedures and processes. This is why we pay special attention to appropriate proofs and certifications when selecting our suppliers and partners.



ECONOMY

We have been a family business with heart and reason since 1622.

The HEINZ-GLAS Group strives to preserve its independence as a family business for the future. This is only possible with a solid economic foundation.

3.1. Fair relationships with business partners

Our cooperation with business partners is based on mutual respect, consideration, integrity and tolerance.

3.2. Competition and Antitrust Law

The entire business adheres to the relevant regulatory competition provisions, laws and regulations. Anticompetitive agreements between competitors is not allowed. All HEINZ-GLAS Group employees, every supplier and partner is obligated to follow these rules, because only fair competition has earned the right to prosper.

3.3. Corruption and conflicts of interest

The HEINZ-GLAS Group and its suppliers and partners are vehemently against bribery and corruption! We demand transparency, responsible management and control. All business relationships of the HEINZ-GLAS Group with suppliers and other business partners may only be established on the basis of such criteria as are objectively verifiable, e.g. performance, integrity or experience of the partner.

Employees may not offer, promise, give, grant, accept or demand benefits (such as money, gifts, gratuities or other perks) from others which are directly or indirectly related to their daily business. Employees and managers are to refrain from giving gifts of any kind to civil servants or other government officials. Any other (potential) conflicts of interest must be reported to the respective superior.

DATA PROTECTION AND CONFIDENTIALITY

Trust is a valuable gift.

We pay attention not only to each other, but also to your data.

4.1. Data Protection and Safeguarding against External Threats

Every supplier and partner is obliged to comply with the country specific data protection regulations as well as the statutory and company regulations on information security within the scope of their responsibilities and beyond. Misuse of confidential information is strictly prohibited. Clear regulations ensure internationally uniform and high data protection standards. We are aware of the high level of sensitivity of the personal data of our customers, employees and suppliers as well as the company's own data and protect this data through a careful and trusting relationship. The data is used exclusively within the context of the legal framework. When disclosing such information, it is necessary to determine whether the recipient is entitled to receive it. This applies both internally and externally. In addition, the confidentiality requirement on not allowing internal information to reach the public also applies.

4.2. Confidentiality

All business and operational information obtained from the cooperation with the HEINZ-GLAS Group, which has not been lawfully made publicly accessible, is subject to secrecy (non-disclosure) and may not be disclosed to unauthorised third parties. Third parties are also close persons or employees who do not need to have official knowledge of the project or transaction in question. Furthermore, internal company information may only be used for operational purposes.

This also applies to the time after the termination of the employment relationship.



BUSINESS CONDUCT HOTLINE

Responsible Office and Data Protection Officer

Address: HEINZ-GLAS GmbH & Co. KGaA | Glashuettenplatz 1-7 | 96355 Kleintettau

Contact Information: heinz-glas.com | +49 9269 77-100 | info@heinz-glas.com

Contact of the Data Protection Officer: data-protection@heinz-glas.com

You can report any misconduct, especially violations of applicable law and internal instructions and procedures via our reporting system anonymously.

<https://heinz-glas.integrityline.org/>



General Terms and Conditions of Business

Here you can download our current General Terms and Conditions.

www.heinz-glas.com/agb

The Code of Conduct for Suppliers and Partners obliges all suppliers and partners of the HEINZ-GLAS Group to comply with it and to act accordingly at all times.

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Declaration

„We have read and understood the Code of Conduct for Suppliers and Partners of the HEINZ-GLAS Group
We take this into account and act accordingly at all times.“

Date|Location

HEINZ-GLAS Group

Signature

Date|Location

Company Name

Name|Position

Signature