



**HEINZGLAS**  
family-owned since 1622

# CODE OF CONDUCT 行为准则

for employees of the  
HEINZ-GLAS Group  
适用于海因兹玻璃集团  
的员工

[www.heinz-glas.com](http://www.heinz-glas.com)





FOREWORD前言

Dear readers,  
亲爱的读者:

Our Code of Conduct is based on our corporate values and our strategy and sets out binding behavioral guidelines for day-to-day business practice.

我们的行为准则基于我们的企业价值观和战略，为日常商务往来制定了具有约束力的行为准则。

Responsible and lawful conduct is an integral part of our corporate culture and forms the basis for the confidence placed in us by our customers, business partners and the public. This Code of Conduct applies to all employees, managers, trustees, other institutions and holders of all companies of the HEINZ-GLAS Group worldwide.

负责、合法的行为，是我们企业文化的内容，也是我们客户、商业伙伴和公众能够信任我们的基础。本行为准则适用于海因兹玻璃集团全球范围内所有公司的全体员工、经理、受托人、其他机构和持有人。

Everyone is obliged act in accordance with the corporate values and this Code of Conduct of the HEINZ-GLAS Group.

每个人都有义务依照海因兹玻璃集团的企业价值观和本行为准则行事。

Carletta Heinz  
Owner & CEO

Frank Martin  
CFO

Virginia Elliott  
CSO

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# 1. HUMAN AND LABOR RIGHTS

## 人权和劳工权利

Putting people first.  
以人为本。

The actions of all persons within the HEINZ-GLAS Group are guided by generally accepted ethical values and principles. In particular, integrity, honesty, respect for human dignity, openness and non-discrimination of religion, ideology, gender and ethnicity. This is an important part of our corporate culture. 海因兹玻璃集团全体人员的行为均以普遍认可的道德价值观和原则为准则，尤其注重诚信、正直、尊重人格尊严、开放包容，以及在宗教、意识形态、性别和种族方面的非歧视原则。这是我们企业文化的重要组成部分。

The HEINZ-GLAS Group and all its subsidiaries in Germany and abroad comply with the applicable rights and laws in the respective countries. Every employee must observe this in their daily actions and comply with applicable legal regulations. We promote moral courage and ethical behavior among all employees. Employees make their decisions towards all persons, both internally and externally, on the basis of appropriate and objective considerations, common sense and a sense of responsibility.

海因兹玻璃集团及其德国和海外的所有子公司遵守各自国家的相关权利和法律。每位员工必须在日常行为中遵守这点，并遵守相关法律规定。我们在所有员工中提倡道德勇气和道德行为。员工对待内外部所有人员，均秉持客观公正的立场，以合理判断、常识认知和责任意识作为决策基础。

The well-being of every person within our company's sphere of influence is important to us. We expect the same from our business partners. Respect for internationally recognized human rights is the basis of all our business relationships. In addition to the applicable legal systems and laws of the individual countries, we adhere in particular to the Universal Declaration of Human Rights (UN 1948). The fundamental principles and rights at work set out in the ILO Declaration of 1998 (prohibition of child labor, forced labor, discrimination and freedom of association and the right to collective bargaining) are also our top priority.

我们高度重视公司影响范围内每一位成员的福祉，并同样要求商业伙伴恪守此原则。尊重国际公认的人权是我们所有商业关系的基石。除了各国的适用法律体系和法律外，我们尤其遵守《世界人权宣言》（1948年联合国颁布）。1998年国际劳工组织宣言中规定的工作中的基本原则和权利（禁止童工、强迫劳动、歧视和保障结社自由以及集体谈判权）也是我们优先遵守的原则。

### 1.1. Discrimination 歧视

We value every single employee as an individual personality. This appreciation goes far beyond the economic benefits for the company. We treat our employees and business partners with fairness and tolerance. Any kind of discrimination, sexual harassment or personal attacks are contrary to our corporate principles and will not be tolerated. Equal treatment is a firm principle - regardless of ethnic or social origin, skin color, gender, religion, nationality, sexual orientation, age, disability, health status, pregnancy or political views. The personal dignity, privacy and personal rights of each individual are respected.

我们重视每位员工作为个体的个性。这种尊重远超其为企业创造的经济效益。我们始终以公平和宽容的态度对待员工和商业伙伴。任何形式的歧视、性骚扰或人身攻击都与我们的企业原则相悖，对此我们持零容忍态度。不论种族或社会出身、肤色、性别、宗教、国籍、性取向、年龄、残疾、健康状况、怀孕或政治观点，平等对待是我们坚守的原则。每个人的人格尊严、隐私和个人权利都应当得到尊重。

### 1.2. Child labor 童工

The HEINZ-GLAS Group does not use child labor anywhere in the company. It is prohibited to employ a child under the

age at which compulsory schooling ends according to the law of the place of employment, whereby the age of employment may not be less than 15 years. This does not apply if the applicable law of the place of employment deviates from this in accordance with No. 138 of the International Labor Organization on the minimum age for admission to employment. Employees under the age of 18 may not perform hazardous work and are excluded from night work. The prohibition of the worst forms of child labor in accordance with Convention No. 182 of the International Labor Organization must be observed. 海因兹玻璃集团在公司所有业务运营中禁止使用童工。根据工作所在地法律，禁止雇用未完成义务教育年限的儿童，即雇佣年龄不得低于15岁。若根据国际劳工组织《准予就业最低年龄公约》（第138号公约）工作所在地适用法律另有规定，则从其规定。18岁以下的员工不得从事危险工作，也不得在夜间工作。必须遵守国际劳工组织《禁止和消除最恶劣形式的童工劳动公约》（第182号公约）的规定。

### 1.3. Forced labor and human trafficking 强迫劳动和人口贩卖

Our employees are selected, hired and promoted on the basis of their qualifications, skills and abilities. Any form of forced labor, slavery, servitude or similar practices are not permitted in any way. Work must be voluntary, without threat of punishment, and employees must be able to terminate employment at any time. Unacceptable treatment in the work-place, including economic or sexual exploitation and humiliation, is prohibited.

我们的员工是根据他们的资质、技能和能力进行选拔、聘用和晋升的。不允许出现任何形式的强迫劳动、奴役、劳役或类似行为。工作必须是自愿的，不得以任何惩罚措施相威胁，而且员工必须能够随时终止雇佣关系。禁止在工作场所出现不当待遇，包括经济剥削、性剥削及人格侮辱等。

### 1.4. Working hours and remuneration 工作时间和报酬

In the HEINZ-GLAS Group, working time regulations, over-time, remuneration, vacation entitlement or fringe benefits are defined at least in accordance with applicable law and re-regulations or as a benefit beyond that for the employee. The remuneration granted for full employment must be sufficient to ensure the basic provision of the employee. Overtime shall be voluntary and limited in accordance with the law of the place of employment. Illegal and unjustified deductions from wages in the form of direct or indirect disciplinary measures are prohibited.

在海因兹玻璃集团，工作时间规定、加班、报酬、休假权利或附加福利至少应按相关法律法规确定或作为向员工提供的额外福利。全职岗位的报酬必须足以保障员工的基本生活。加班应是自愿的，并严格遵守工作所在地法律规定的时限。禁止以直接或间接惩戒措施为由，非法和不合理克扣工资。



1.5. Health protection and occupational safety  
健康保护和职业安全

Occupational safety and health protection have the highest priority at the HEINZ-GLAS Group. In order to avoid health hazards, the occupational health and safety regulations applicable at the respective place of work must be observed at all times. Occupational health and safety is not a minor matter, but an obligatory task for each individual. Managers have an important and necessary role model and directive function. We ensure safe conditions in the working environment and regularly inform every employee about compliance with these regulations in order to eliminate or minimize health risks.

职业安全和健康保护在海因兹玻璃集团是重中之重。为了避免健康危害，必须始终遵守各工作场所适用的职业健康和安全法规。职业健康和安全不是一件小事，而是每个人义不容辞的任务。在这方面管理人员发挥重要、必要的模范带头作用和指导作用。我们确保工作环境中的安全条件，并且定期教导每位员工遵守这些规定，从而消除或降低健康风险。

1.6. Employee development员工发展

The know-how, skills and commitment of our employees are the basic prerequisites for the success of our group of companies. We want to qualify and develop our employees personally and professionally, taking into account the economic possibilities. Our personnel development is geared towards the long term. The aim here is to reconcile the preservation of jobs, the promotion of young specialists, employee needs and economic conditions. We expect unreserved loyalty from our employees and at the same time are aware of the need to treat human resources responsibly. Every single employee has the opportunity for further development and targeted support. Individual needs and general conditions are taken into account in the best possible way.

我们员工的专有技术、专业技能与敬业精神是集团成功的基本前提条件。在兼顾经济可行性的前提下，我们希望对员工进行个人和职业方面的培养和提升。我们的人员发展立足长远，旨在对保留岗位、培养青年专业人才、满足员工需求和适应经济状况进行协调。我们期望员工毫无保留地忠诚，同时也深知必须以负责任的态度对待人力资源。每位员工都有机会进一步发展并获得定制化发展支持。我们将最大限度兼顾个人需求与整体环境。

1.7. Duty of care and role model function of managers  
管理人员的勤勉义务和模范作用

Every manager of the HEINZ-GLAS Group has a special personal responsibility for the employees entrusted to them. They must fulfil their supervisory duties and ensure that no violations of applicable laws and regulations or of this Code of Conduct occur in their area of responsibility that could have been prevented by better supervision or organization. They behave in an exemplary manner in all situations and are always available to answer employees' questions and concerns. Employees must be assigned tasks and objectives in a clear, precise and binding manner. Managers act as role models in all matters.

海因兹玻璃集团的每一位管理人员都应对其下属员工负有特殊的

个人责任。他们必须履行监督职责，确保在职责范围内不会发生任何违反适用法律法规或本行为准则的行为，而且通过更完善的监督或组织管理本可避免此类违规情况。在任何情况下管理人员都必须以身作则，而且始终能解决员工的问题和困扰。对员工工作任务与目标的分配必须清晰、明确且具有约束力。管理人员应在所有事项上发挥表率作用。

1.8. Employee representation and complaints management  
员工代表和投诉管理

The right of all employees to form and join trade unions and to engage in collective bargaining is expressly recognized. Where this is restricted by local laws, alternative possibilities for independent employee associations are made possible. Employee representatives must not be subject to discrimination and should be given access to all workplaces required to carry out their representative function. We are fundamentally open to the activities of trade unions.

我们明确承认所有员工组建和加入工会及参与集体谈判的权利。如当地法律对此有所限制，我们将为员工建立独立的替代性联合组织提供可能。员工代表不应受到歧视，并应有权进入履行代表职能所需的全部工作场所。我们对工会活动始终持开放态度。







## 2. ECOLOGY

### 生态

We leave smaller footprints.  
我们致力于减小碳足迹。

We are aware of our responsibility towards the environment and future generations. Within the scope of our influence, we strive to support the natural environment and conserve its resources in the long term. 我们深知自身对环境和后代肩负的责任。在我们的影响范围内，我们致力于长期支持自然环境并保护自然环境资源。

#### 2.1. Dealing with natural resources处理自然资源

The HEINZ-GLAS Group uses the best possible, environmentally friendly practices, which are continuously improved. The regulations and standards for environmental protection must be met at all operating sites, and we also use natural resources in a very responsible and forward-looking manner. 海因兹玻璃集团采用行业领先的环保实践，并持续优化改进。所有营业场所都必须遵守与环境保护有关的法规和标准，而且我们还以高度负责和前瞻性的方式使用自然资源。

#### 2.2. Conservation of resources and emissions资源保护和排放

Consumption of energy (electricity and gas) and water is determined on an ongoing basis and reduced or offset in a targeted manner in continuous processes. This also applies to CO2 and VOC emissions. We are actively committed to environmental protection through the conscious use of natural resources. 持续监测能源（电力和天然气）和水源消耗数据，并在连续过程中有针对性地减少或补偿。这点也适用于二氧化碳和挥发性有机化合物的排放。我们通过有意识地使用自然资源，积极践行环境保护承诺。

#### 2.3. Preserving the natural basis of life守护自然生存根基

Harmful changes to the soil, water and air pollution, noise emissions and excessive water consumption must be avoided if they are detrimental to human health, significantly impair natural resources for food production or impede or destroy access to clean drinking water or sanitary facilities. 我们严格防范任何可能危害人体健康、显著损害粮食生产资源或妨碍获取清洁饮用水及破坏卫生设施的有害环境变化，包括土壤污染、水体污染、大气污染、噪声排放及过度用水行为。

#### 2.4. Waste and recycling废料和回收利用

Production waste is optimally reused or passed on to recycling programs. Other waste is separated, recycled or reused in order to continuously increase recycling rates. In addition, the amount of waste is systematically reduced and environmentally harmful materials are disposed of responsibly. 生产废料进行最大化重复使用或纳入回收利用项目。其他废料进行分离、回收或重复使用，不断提高回收率。此外，系统性减少废料数量，并对环境有害物质进行妥善处理。

#### 2.5. Dealing with conflict materials处理冲突材料

Processes in accordance with the Organization for Economic Co-operation and Development (OECD) Due Diligence Guidance for Responsible Supply Chains of Conflict Minerals such as tin, tungsten, tantalum and gold, as well as other raw materials such as cobalt, are in place. 根据经济合作与发展组织（OECD）关于冲突矿产（如锡、钨、钽和金）以及其他原材料（如钴）的负责任供应链尽职调查指南所规定的流程已到位。

#### 2.6. Certifications and ratings认证和评级

Certifications and assessments by accredited and independent companies serve to ensure continuous monitoring and transparency within the framework of globally applicable standards. They are a sign of quality and sustainable structures, procedures and processes. This is why we pay particular attention to the relevant certificates and certifications when selecting our suppliers and partners 在全球适用标准框架内，由经认可的独立公司提供认证和评估，确保持续的监督和透明度。这是质量和可持续架构、程序和过程的标志。也是我们在选择供应商和合作伙伴时特别注意相关证明和认证的原因。





## 3. ECONOMY

### 经济

We think and act in terms of generations.  
我们从后代角度思考和行动。

The responsible use of money as a resource is the basis for maintaining the independence of our company. 负责任地利用资金这一资源是保持我们公司独立性的基础。

#### 3.1. Fair dealings with business partners 与商业伙伴的公平交易

We maintain fair dealings with all business partners and third parties and support respectful cooperation.  
我们与所有商业伙伴和第三方都保持公平交易关系，并支持相互尊重的合作。

#### 3.2. Competition and antitrust law 竞争与反垄断法

All business activities comply with the applicable competition regulations, laws and rules. Anti-competitive agreements between competitors are not permitted. Every single employee is obliged to follow these regulations, because only fair competition enjoys the right to develop freely.  
所有商业活动都遵守适用的竞争法律、法规和条例。不允许在竞争对手之间签订反竞争协议。每位员工都有义务遵守这些规定，因为只有公平竞争才能获得自由发展的权利。

#### 3.3. Corruption and conflicts of interest 腐败和利益冲突

We strictly reject corruption, bribery, extortion and embezzlement! On the other hand, we promote transparency and responsible management and control. Employees may not offer, promise, grant or approve any benefits (such as money, gifts, gratuities or other benefits) in direct or indirect connection with their business activities, or accept or demand such benefits from others. Gifts of any kind must not be given to civil servants or other public officials. All contracts must be awarded on the basis of merit and objective evaluation standards. Any personal interest must be excluded in every business transaction.  
我们坚决反对腐败、贿赂、勒索和挪用公款！另一方面，我们提倡透明、尽责的管理和控制。员工不得提供、承诺、授予或同意与其业务活动直接或间接相关的任何福利（如金钱、礼品、小费或其他福利），不得接受或要求他人提供此类福利。不得向公务员或其他公职人员赠予任何形式的礼品。所有合同必须基于择优和客观评估标准授予。在任何商业交易中都必须排除个人利益。

#### 3.4. Assets of the company 公司资产

Every employee helps to maintain the assets and work equipment of the HEINZ-GLAS Group in the long term by handling them with care. Use, trade or exchange for personal benefit is prohibited. This applies equally to a pencil, a tool or a company car.  
海因兹玻璃集团的每位员工均以谨慎的态度使用公司资产和工作设备，确保其长期完好。禁止出于个人利益使用、交易或交换。此规定适用于小至铅笔、工具，大至公司车辆等一切物品。

#### 3.5. Dealing with finances 处理财务事项

The HEINZ-GLAS Group has set itself the goal of maintaining the company as an independent family business, and develop it further. To this end, it is very important to us to handle money as a resource in a sustainable manner. In particular, HEINZ-GLAS Group managers and all employees in the Finance and Controlling departments worldwide must handle financial matters responsibly, carefully, competently, prudently and honestly. All statutory provisions and regulations must be complied with. The above-mentioned persons must ensure that all assets and resources of the company are handled in a responsible and controlled manner.  
海因兹玻璃集团始终以保持企业作为独立家族企业的地位并持续发展壮大为目标。为此，以可持续的方式处理资金这一资源对我们来说非常重要。特别是海因兹玻璃集团管理人员以及全球范围内财务和控制部门的所有员工都必须以负责、仔细、专业、谨慎和诚信的态度处理财务事项。必须遵守所有法定规定和条例。上述人员必须确保以尽责和受控的方式处理公司的所有资产和资源。

#### 3.6. Intellectual property 知识产权

The intellectual property rights of others, including confidentiality, must be respected and complied with. Technology and know-how must be transferred in such a way that the intellectual property rights and confidential information of business partners are protected.  
必须尊重并遵守他人的知识产权，包括保密义务。转移技术和专有知识时必须保护商业伙伴的知识产权和机密信息。





## 4. COMMUNICATION 沟通

Trust is a valuable gift.  
信任是一份宝贵的礼物。

We not only look after each other, but also your data.  
我们不仅彼此关怀，更守护您的数据安全。

### 4.1. Data protection and defense against external threats 数据保护和防范外部威胁

Within the scope of their duties and beyond, all employees are obliged to comply with data protection regulations and the statutory and company regulations on information security. The misuse of confidential data is strictly prohibited. Clear regulations ensure an internationally uniform high level of data protection. We are aware of the high sensitivity of the personal data of our customers, employees and suppliers as well as the company's own data and protect it by handling it carefully and confidentially. The data is used exclusively within the authorized framework. When passing on information, it must be checked whether the recipient is authorized to receive it. This applies both within and outside the company. Every employee is responsible for preventing external threats such as general crime, kidnappings, terrorist attacks or industrial espionage within their own sphere of influence. 所有员工都有义务在其职责范围内外遵守数据保护法规以及信息安全相关法律和公司规定。严禁滥用机密数据。严谨的规范确保全球统一的高标准数据保护水平。我们深知客户、员工和供应商的个人数据以及公司自身数据的高度敏感性，会通过谨慎和保密处理来保护这些数据。这些数据只能在授权框架范围内使用。传递信息时，必须核实接收方是否有权接收这类信息。这点同时适用于公司内部和外部。每位员工都有责任在自身影响范围内防范普通犯罪、绑架、恐怖袭击或行业间谍等外部威胁。

### 4.2. Confidentiality 保密性

All business and operational information obtained from the cooperation with the HEINZ-GLAS Group that has not been lawfully made publicly accessible is subject to confidentiality (non-disclosure) and may not be disclosed to unauthorized third parties. This also applies to the period after termination of the employment relationship.

在与海因兹玻璃集团合作的过程中获得的、所有未经合法公开的业务和运营信息都属于保密信息（禁止披露），不得向未经授权的第三方披露。这方面要求在雇佣关系终止后依旧适用。

### 4.3. Communication 沟通

Good cooperation includes honest, open and yet polite communication at all levels of the company. We take this into account both internally and externally with business partners, authorities, government agencies and the public.

良好的合作建立在公司各级诚实、开放且不失礼貌的沟通基础之上。我们对内外部的商业伙伴、主管部门、政府机构和公众都会考虑这一点。

### 4.4. Information policy and support 信息政策和支持

The managers of the HEINZ-GLAS Group and the site managers of the subsidiaries are responsible for communicating the requirements set out here to all employees, suppliers and business partners and for ensuring that the Code of Conduct is implemented and practiced. Trust is an important component of good teamwork. In order to achieve this at all levels of the company, we rely on honesty and respectful interaction with one another. The HEINZ-GLAS Group does not tolerate deliberate misinformation or the deliberate or careless dissemination of untrue statements about colleagues or facts

海因兹玻璃集团的管理人员和子公司的现场管理人员负责向所有员工、供应商和商业伙伴传达本准则规定的要求，确保《行为准则》得到实施和实践。信任是良好团队合作的重要组成部分。我们依靠彼此之间的诚实和相互尊重在公司各个层面实现这个目标。海因兹玻璃集团绝不容忍蓄意提供虚假信息、或者有意或无意传播有关同事或事实的不实言论。





## 5. CULTURE AND LIFE

### 文化和生活

We preserve our origins and shape our future!  
我们承接过往，开创未来！

For the HEINZ-GLAS Group, as a family business with a long history, the preservation of company locations and the promotion of the regions have the highest priority. By thinking and acting sustainably, we are taking decisive action to counteract demographic change.

对于海因兹玻璃集团而言，作为一家历史悠久的家族企业，维持现有公司和促进地区发展是首要任务。我们通过可持续的思维和行动，积极应对人口结构变化带来的挑战。

#### 5.1. Promotion and support of existing associations and organizations 推广和支持现有协会和组织

We are particularly keen to support and promote local associations and social organizations. These create quality of life and are an important part of social life. Charitable commitment in the regions in which we operate is a matter of course for us as a company, ethically and morally.

我们尤其热衷于支持和推广地方协会和社会组织。它们能提升生活品质，是社会生活的重要组成部分。在我们运营所在地践行公益承诺，对于企业而言，在伦理和道德层面都是理所当然的事。

#### 5.2. Own projects 自主项目

Our aim is to promote the attractiveness of our companies' locations with our own projects. Internal and external cultural, sporting, educational and leisure activities make the regions more attractive. In this way, we create a „sense of unity“ within the company and the immediate surroundings. We are also committed to expanding the local infrastructure through targeted activities.

我们致力于通过自主项目提升企业所在地的吸引力。通过开展内部与外部的文化、体育、教育及休闲活动，持续增强地区活力。这样能够在公司内部和周围环境中营造一种“共同体意识”。我们还致力于通过有针对性的活动发展当地基础设施。

#### 5.3. Donations 捐赠

We award donations, i.e. grants, on a voluntary basis, without expecting anything in return. The allocation of sponsorship funds is based on the framework of the respective legal system and the applicable regulations. In the case of monetary donations and donations in kind for science and education, for culture and sport and for social causes, donations are only made to institutions that are recognized as charitable or are authorized to accept donations under special regulations. Donations to individuals are generally rejected. All donation transactions are transparent. The recipient and the intended use must be known.

我们基于自愿原则授予捐赠（即资助），不图任何回报。捐赠资金的分配严格遵循相关法律体系及适用法规的框架。用于科学和教育、文化和体育以及社会事业的现金和实物捐赠，只向公认的慈善机构或根据特殊规定有权接受捐赠的机构提供。原则上，不允许向个人捐赠。所有捐赠行为均保持透明。必须明确受赠方及预期用途。





## 6. CONTACT AND WHISTLEBLOWER SYSTEM

### 联络和举报制度

#### Contact: 联系信息:

Address: HEINZ-GLAS GmbH & Co KGaA | Glashüttenplatz 1-7 | 96355 Kleintettau  
地址: 海因兹玻璃有限两合公司 | Glashüttenplatz 1-7 | 96355 Kleintettau  
Contact information: heinz-glas.com | +49 9269 77-100 | info@heinz-glas.com  
联系方式: heinz-glas.com | +49 9269 77-100 | info@heinz-glas.com

#### Whistleblower system 举报制度

Internal reporting offices:  
内部举报办公室:

Written notification by post to:  
书面通知邮寄至:  
HEINZ- GLAS GmbH & Co. KGaA  
Compliance  
海因兹玻璃有限两合公司合规部  
Glashüttenplatz 1-7  
96355 Kleintettau

By e-mail to:  
发送电子邮件至:  
compliance@heinz-glas.com

Via a digital whistleblower portal with contact form:  
通过配备联系表单的数字举报人门户网站:  
<https://heinz-glas.integrityline.app/>

The HEINZ-GLAS Group's whistleblower system can be used to anonymously report grievances, in particular violations of applicable law, human rights and environmental violations as well as violations of internal guidelines and processes.

海因兹玻璃集团的举报制度可用于匿名举报不平事项，特别是涉及违反适用法律、侵犯人权和破坏环境的违规行为，以及违反内部规章制度和流程的行为。

#### External reporting offices 外部举报办公室

Germany: 德国:

You can also report an infringement within Germany to the Federal Office of Justice (BfJ), the Federal Financial Supervisory Authority (BaFin), the Federal Cartel Office (BKartA) and at EU level to the European Commission (COM), the European Anti-Fraud Office (OLAF), the European Maritime Safety Agency (EMSA), the European Aviation Safety Agency (EASA), the European Securities and Markets Authority (ESMA) and the European Medicines Agency (EMA).

在德国境内，您还可以向以下机构举报违规行为：联邦司法部（BfJ）、联邦金融监管局（BaFin）、联邦卡特尔局（BKartA）。在欧盟层面，可以向以下机构举报：欧盟委员会（COM）、欧洲反欺诈办公室（OLAF）、欧洲海事安全局（EMSA）、欧洲航空安全局（EASA）、欧洲证券和市场管理局（ESMA）以及欧洲药品管理局（EMA）。

Czech Republic: 捷克共和国:

You can also report a violation within the Czech Republic to the Ministry of Justice and at EU level to the European Commission (COM), the European Anti-Fraud Office (OLAF), the European Maritime Safety Agency (EMSA), the European Aviation Safety Agency (EASA), the European Securities and Markets Authority (ESMA) and the European Medicines Agency (EMA).

在捷克共和国境内，您还可以向司法部举报违规行为。在欧盟层面，可以向以下机构举报：欧盟委员会（COM）、欧洲反欺诈办公室（OLAF）、欧洲海事安全局（EMSA）、欧洲航空安全局（EASA）、欧洲证券和市场管理局（ESMA）以及欧洲药品管理局（EMA）。

Poland: 波兰:

You can also report an infringement within Poland to the Ombudsman and at EU level to the European Commission (COM), the European Anti-Fraud Office (OLAF), the European Maritime Safety Agency (EMSA), the European Aviation Safety Agency (EASA), the European Securities and Markets Authority (ESMA) and the European Medicines Agency (EMA).

在波兰境内，您还可以向监察专员举报违规行为。在欧盟层面，可以向以下机构举报：欧盟委员会（COM）、欧洲反欺诈办公室（OLAF）、欧洲海事安全局（EMSA）、欧洲航空安全局（EASA）、欧洲证券和市场管理局（ESMA）以及欧洲药品管理局（EMA）。



# EXPLANATION

## 解释说明

„I have read and understood the Code of Conduct for Employees of the HEINZ-GLAS Group. I take this into account and behave accordingly at all times.“  
“本人已阅读和理解海因兹玻璃集团员工行为准则。本人会始终谨记在心并按其要求行事。”

| Date   Place<br>日期   地点 | Surname   First name   Position<br>姓氏   名字   职位 | Signature<br>签字 |
|-------------------------|---|-----------------|
|-------------------------|---|-----------------|



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| HEINZ-GLAS GmbH & Co. KGaA<br>海因兹玻璃有限两合公司<br>Glashuettenplatz 1-7<br>96355 Kleintettau | Editorial team<br>Design<br>Stand<br>编辑团队<br>设计<br>版本 | Alexandra Schmitt   Annika Peter<br>Lisa Lampert-Müller<br>March 2025<br>Alexandra Schmitt   Annika Peter<br>Lisa Lampert-Müller<br>2025年3月 |
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