

### Hakwood Preferred Supplier Code of Conduct

This Code of Conduct is based on the ILO Convention of June 1998, the European Social Charter and the Rio Declaration on Environment and Development of 1992. Hakwood recognizes the basic principles of human rights set out in the Universal Declaration of Human Rights (United Nations 1948).



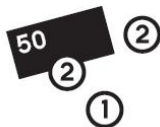
#### FORCED LABOUR

Hakwood-suppliers will not use forced or involuntary labour (forced or involuntary prison labour); employment will be offered on a voluntary basis.



#### CHILD LABOUR

Hakwood-suppliers do not use child labour. Where a child is defined as a person under the age of fifteen. In the case minimum employment for work carried out prescribes a higher age, then we assume that the law is obeyed. We support the use of legitimate workplace apprenticeship programmes that comply with all laws and regulations applicable to such programmes.



#### WAGES AND BENEFITS

Hakwood-suppliers comply with all applicable wages and working hours laws and regulations, including those regarding minimum wage, overtime, piece-wage and other elements of compensation.



#### WORKING HOURS

Hakwood-suppliers provide for reasonable daily and weekly working hours. Overtime will be compensated. Employees may not be obliged to work more than 60 hours per week, including overtime. Exceptions to this are only allowed with permission of the employee.



#### NON-DISCRIMINATION

Hakwood-suppliers will in no way discriminate on the grounds of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, identity or expression, civil status, pregnancy, political opinion or disability.



#### RESPECT AND DIGNITY

Hakwood-suppliers treat all employees with respect and do not use corporal punishment, threaten with violence or use any other form of physical coercion or intimidation.



### **FREEDOM OF ASSOCIATION**

Hakwood- suppliers respect the legal rights of employees to unite in trade unions and other employees' organisations.



### **PROTECTION OF THE ENVIRONMENT**

Hakwood- suppliers operate and comply with all applicable environmental laws, regulations and standards, such as requirements with regard to chemical substances, waste management and removal, recycling, industrial wastewater treatment and discharge, emissions in the air, environmental permits and environmental reporting.



### **ETHICAL TRANSACTIONS**

Hakwood- suppliers conduct business in accordance with the highest ethical standards. Suppliers strictly comply with all laws and regulations with regard to bribery, corruption and banned commercial practices.



### **HEALTH AND SAFETY**

Hakwood- suppliers provide their employees with a safe and healthy workplace in accordance with the applicable laws and regulations. Hakwood suppliers have and implement effective programmes to promote safety.



### **COMMUNICATION**

Hakwood- suppliers ensure that this Code of Conduct and other relevant information is available to employees and managers.



### **MONITORING AND DOCUMENTATION**

Hakwood- suppliers document their compliance with this Code of Conduct and provide Hakwood access to this documentation on request.