



**CASIMIR KAST**

VERPACKEN + PRÄSENTIEREN

# Code of Conduct

**At Casimir Kast Verpackung und Display GmbH we are committed to ethical and lawful behavior in all aspects.**

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# Introduction

Casimir Kast is a medium-sized, independent family business from the Murg valley in northern Baden, now in its 13th generation as family owned company. We are specialists for packaging and displays made of laminated corrugated board and solid cardboard.

## Embracing responsibility

We are a company with a long history: Since 1550, we have contributed our share to the development of the Murg valley, just as the people here have contributed to the successful development of Casimir Kast.

This gives us a responsibility that we are glad to accept.

Towards our environment: Our history is based on nature; our products have a natural basis.

Towards our customers and suppliers: They know us as a reliable partner.

Therefore, we at Casimir Kast commit ourselves to conduct our business in an ethical and lawful manner in all aspects. We are committed to ecologically and socially responsible corporate governance. We also pass on this commitment to our suppliers and service providers.

We expect our employees to comply with the principles of ecological, social, and ethical behavior and to integrate these principles into our corporate culture. Furthermore, we strive to continuously optimize our business activities and our products in terms of sustainability and ask our suppliers to contribute to this in the sense of a holistic approach.

## Quality

Our products are required to meet the relevant legal and industry standards as well as the high expectations of our customers regarding continuous quality, product and food safety. In particular, the demands of product and food safety must be guaranteed while maintaining high standards of hygiene.

We are certified as a company according to the following norms and standard:

- DIN EN ISO 9001
- FSC 22000
- FSC

We expect our suppliers to comply with the requirements of these systems and, where applicable and economically reasonable, to establish and certify equivalent or higher quality systems.

# Social Responsibility

Casimir Kast's corporate policy for the protection of human rights is based on generally applicable laws, standards, and international norms. Casimir Kast is committed to the FSC core labor standards:

## **We do not use child labor.**

- No workers under 15 years of age shall be employed.
- No person under 18 years of age shall be employed in hazardous or arduous work; except in the case of training under approved national laws and regulations.
- The company shall prohibit the worst forms of child labor.

## **We exclude all forms of forced and compulsory labor, in particular:**

- Physical and sexual violence
- debt bondage
- Withholding of wages/including payment of employment fees and/or payment of a deposit to obtain employment
- Restriction of mobility of the worker
- Withholding of passport and/or identity documents
- Threat of denunciation to the authorities
- Employment relationships are voluntary and based on mutual consent, without threat of punishment.

## **We ensure that employment and professional practices are non-discriminatory.**

## **We respect the freedom of association and the effective right to collective bargaining.**

- Workers may establish or join workers' organisations of their own choice.
- We respect the full freedom of workers' organisations to establish their statutes and rules.
- We respect the right to freedom of association and collective bargaining. Workers are not discriminated against or penalised in the exercise of these rights.
- We negotiate in good faith with legally constituted workers' organisations and/or duly elected representatives and, where appropriate, use our best endeavours to conclude a collective agreement.
- Collective agreements will be implemented where they exist.

Beyond the FSC core labor standards:

### **Fair wages**

Pay for regular hours and overtime must be equal to the national statutory minimum wage or industry minimum standards, whichever is higher. In any case, the wages for overtime must exceed the wages for regular hours. Insofar as the pay is not sufficient to cover the costs of ordinary living and to build up a minimum level of reserves, the company is also obliged to increase the pay accordingly. Employees shall be provided with all benefits prescribed by law. Wage deductions as punitive measures are not permitted. It must be ensured that employees receive clear, detailed, and regular written information on the composition of their salary.

### **Prohibition of discrimination**

The unequal treatment of employees in any form is not permitted unless it is justified by the requirements of the employment. This applies, for example, to discrimination based on gender, national, ethnic, or social origin, skin color, disability, health status, political conviction, ideology, religion, age, pregnancy, or sexual orientation. The personal dignity, privacy and personal rights of each individual are respected.

### **Safety at the workplace**

The company is responsible for providing a safe and healthy work environment. By setting up and applying appropriate occupational safety systems, necessary precautionary measures are taken against accidents and harm to health that may arise in connection with the job. Excessive physical or mental fatigue shall be prevented by appropriate measures. In addition, employees are regularly informed and trained about applicable health and safety standards and safety measures. Employees shall be provided with access to drinking water in sufficient quantity and access to clean sanitary facilities. We expect our employees to carry out their work and decisions clearly and without any influence from alcohol and drugs.

### **Preservation of natural livelihoods**

Businesses shall not, in violation of legitimate rights, deprive land, forests or waters whose use secures the livelihood of persons. Harmful soil changes, water and air pollution, noise emissions and excessive water consumption must be refrained from if this harms the health of persons, significantly impairs the natural basis for the production of food or prevents the access of persons to safe drinking water or sanitary facilities.

### **Complaint mechanisms**

The complaint procedure must be accessible to employees while maintaining confidentiality of identity and effective protection against discrimination. It shall be handled by the employees' representatives.

# Ecological Responsibility

## Treatment and discharge of industrial wastewater

Wastewater from operations, manufacturing processes, and sanitary facilities should be typed, monitored, inspected, and treated as necessary prior to discharge or disposal. In addition, measures should be implemented to reduce the generation of wastewater.

## Managing air emissions

General emissions from operations (air and noise emissions) and greenhouse gas emissions are to be typed, routinely monitored, reviewed, and treated as needed prior to their release. The company is also responsible for monitoring its emission control systems and is required to find economic solutions to minimize any emissions.

## Managing waste and hazardous substances

Companies shall follow a systematic approach to identify, handle, reduce, and responsibly dispose of or recycle solid waste. Chemicals or other materials that pose a hazard when released into the environment shall be identified and handled in a manner that ensures safety during their handling, transportation, storage, use, recycling or reuse, and disposal.

## Reduce consumption of raw materials and natural resources

The use and consumption of resources during production and the generation of waste of any kind, including water and energy, are to be reduced or avoided. This is done either directly at the point of origin or through procedures and measures, for example by changing production and maintenance processes or procedures in the company, by using alternative materials, by savings, by recycling or with the help of the reuse of materials.

## Managing energy consumption/efficiency

Energy consumption shall be monitored and documented. Economic solutions are to be found to improve energy efficiency and minimize energy consumption.



# Ethical Business Integrity and Compliance

## Fair competition

The standards of fair business, fair advertising and fair competition must be observed. In addition, the applicable antitrust laws must be applied, which in particular prohibit agreements and other activities that influence prices or conditions when dealing with competitors. Furthermore, these regulations prohibit agreements between customers and suppliers aimed at restricting customers' freedom to determine their prices and other conditions autonomously when reselling.

## Confidentiality/data protection

We are committed to meeting the reasonable expectations of our customer, suppliers, customers, consumers, and employees regarding the protection of private information. We comply with data privacy and information security laws and government regulations when collecting, storing, processing, transferring, and disclosing personal information.

## Intellectual property

Intellectual property rights must be respected; technology and know-how transfers must be carried out in such a way that intellectual property rights and customer information are protected.

## Integrity/bribery and avoidance of conflicts of interest

The highest standards of integrity must be applied in all business activities. A zero-tolerance policy shall be applied in prohibiting all forms of bribery, corruption, extortion and embezzlement. Procedures for monitoring and enforcing ethical principles shall be applied to ensure compliance with anti-corruption laws.

The management and employees of Casimir Kast may not offer, promise, demand, grant or accept gifts, payments, invitations, or services in business dealings which are granted with the intention of influencing a business relationship in an inadmissible manner or where there is a risk of jeopardizing the professional independence of the business partner. This is generally not the case with gifts and invitations that are within the scope of customary business hospitality, custom and courtesy.

Published by the Managing Directors

Christian Oetker-Kast

Thomas Schuh



The Code of Conduct for Casimir Kast was established and published by the Management Directors.

The coordination of the Code of Conduct is the responsibility of the Human Resources department, which advises the company's employees on the implementation and application of the Code of Conduct.

All employees are informed about the applicability of the Code of Conduct and are expected to familiarize themselves with its contents.