Code of Conduct
Suppliers

Insulating profiles for windows, doors, and facades.
Introduction
Technoform Bautec is a member of the Technoform Group. Technoform Bautec is a world leader in the field of high-precision polyamide-based insulation profiles for aluminum windows, doors, and facades. Technoform Bautec innovates, develops and manufactures insulation solutions and special components for windows, doors, and facades.

Technoform Bautec established its Supplier Code of Conduct in 2016. This code reflects our fundamental expectations of suppliers.

This Code of Conduct is based on Technoform’s Vision, Philosophy, and Principles and provides a general framework.

At the Technoform Group, we consider sustainability as an important part of our whole business process. Technoform Bautec is committed to the highest standards of cost-effectiveness, social and environmental responsibility. As an innovative group, we purchase raw materials, commodities, and services from our suppliers worldwide. We include our suppliers in our sustainability strategy and take economic, social, and environmental aspects in consideration in every decision we take.

As a supplier to the Technoform Bautec Group, you should show willingness to abide by the rules.

Additionally, at Technoform Bautec, we expect our suppliers and sub-suppliers to comply with national and international regulations. Besides, the principles listed in the references at the end of the Supplier Code of Conduct have to be followed.

If national laws are stricter than the Supplier Code of Conduct, national law shall naturally prevail and be respected.
Ecology
Taking responsibility for the environment, for employee health and safety is an essential part of our own business practice, which shall be adopted by our supply chain and lived in it. The following aspects refer to the minimum requirements that our suppliers are expected to meet.

Environmental protection
Technoform Bautec expects its suppliers to comply with national and international legislation governing environmental protection and fulfill the reporting duty resulting therefrom. In addition, an appropriate environmental management system is to be set up based on ISO 14001. This is how emissions and other environmental hazards can be reduced.

Furthermore, Technoform Bautec requires its suppliers to separate waste and report the emission values of their products e.g. by producing life cycle assessments according to ISO 14044.

Use of material
According to a key legal requirement, it is prohibited to use unauthorised and hazardous substances, raw materials or supplies. Regulations such as REACH and RoHS are therefore to be observed and substances that are carcinogenic, mutagenic or toxic to reproduction (CMR substances) must be avoided. Every product delivered to Technoform Bautec must be accompanied by an MSDS sheet.

Suppliers are also required to be show openness towards Technoform Bautec or any independent third party in respect of the components processed in the products supplied. The protection of know-how can be ensured by signing a confidentiality agreement with the independent third party. This cooperation is necessary to continue to meet the requirements of certification bodies for Technoform Bautec, e.g. the Cradle to Cradle certificate.

Efficient resource use and recycling
Suppliers are expected to develop awareness of how to handle resources. This means only using as much energy and material as is absolutely necessary for manufacturing their products. Waste is to be recycled in processes as soon as it is created and available for reuse. The efficient use of energy shall be based on ISO 14001.
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Social Responsibility
In our company, people come first and are treated with fairness and respect, which is why Technoform Bautec and its supply chain shall abide by the following principles and rules:

Human rights
Nationally and internationally recognised human rights are to be observed and their observance shall be supported.

Fair working conditions
Technoform Bautec expects its suppliers to comply with the national working time regulations currently applicable. Furthermore, every employee is entitled to a remuneration that ensures him/her an appropriate standard of living and is compatible with the laws applicable in the region concerned. In addition, wages and salaries are to be paid punctually. Every employee shall have the right to report unlawful conduct occurring within the company while observing data protection rules.

Child and forced labour
Child labour or any forms of forced labour are prohibited within the company.

Fair treatment
Technoform Bautec expects its suppliers to prevent discrimination in their respective companies. In particular, any discrimination on the grounds of gender, nationality, age, skin colour, culture, ethnic origin, any form of disability, political opinion or religious belief is forbidden. Furthermore, equality of opportunity and the equitable treatment of employees shall be encouraged.

Freedom of association
Under local laws, Technoform Bautec expects its suppliers to respect the right of employees to associate freely, set up employee representation and conduct collective bargaining.

Social commitment
Technoform Bautec expects its suppliers to be socially committed within the bounds of their capabilities.

Conflict materials
Sourcing raw material from conflict regions, i.e. from countries where insecurity rules, should be avoided.
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Business and economics
Achieving profitability is the goal of every company. To ensure economic growth, it is essential to maintain free competition and secure one’s own competitive edge by relying on quality and fairness, which is why the following principles shall be adhered to:

Risk management
Suppliers are encouraged to practise active risk management to maintain their own work processes.

Non-financial report
Suppliers are invited to regularly report on their activities in the field of sustainability and risk management.

Conduct in business dealings
The antitrust laws in force are to be observed and fair competition maintained. Furthermore, corruption, bribery and money laundering are expected to be actively prevented, the United Nations (UN) conventions and those of the Organisation for Economic Cooperation and Development (OECD) being respected within the company.

Quality standards
The quality requirements and standards stipulated by Technoform Bautec are to be complied with and adequately documented by all suppliers. Furthermore, suppliers are expected to take the necessary measures to secure their business models in the long term. They are encouraged to seek ISO 9001 certification for their quality management systems.

Trade secrets
Suppliers undertake not to disclose any information acquired as a result of business relationships - and therefore confidential - to any third party without specific authority nor to make it available to the public in any other way.

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Observance
All Technoform Bautec suppliers undertake to observe and fulfill the above-mentioned requirements. They are also required to disseminate the contents of the present Supplier Code of Conduct throughout their supply chain. Failure to comply with the above shall be regarded as a significant infringement of the contractual relationship on the suppliers’ part. If evidence shows that requirements have not been fulfilled and corrective strategies not been defined, Technoform Bautec shall have the right to terminate the contractual relationship, unless otherwise agreed. All suppliers should be prepared to accept unannounced audits by Technoform Bautec to verify compliance with the requirements set forth herein.

References

Standards and guidelines applicable worldwide
United Nations Global Compact
www.unglobalcompact.org
Universal Declaration on Human Rights
http://www.un.org/Overview/rights.html
International Labor Standards (ILO)
OECD Guidelines for Multinational Enterprises
http://www.oecd.org
OHSAS 18001 Healthy & Safety Standard
www.ohsas-18001-occupational-health-and-safety.com
ISO 14001 Environmental Management Systems Standard
http://www.iso.org/iso/catalogue_detail?csnumber=60857
ISO 14044 Environmental Management – Life Cycle Assessment
http://www.iso.org/iso/catalogue_detail?csnumber=38498
ISO 9001 Quality Management Systems Standard
http://www.iso.org/iso/catalogue_detail?csnumber=62085

Applicable EU-legislation: