



MARKETING PRESS
ADVERTISING & PROMOTIONAL ITEMS

SUPLIER

CODE OF CONDUCT

INTRODUCTION

Marketing Press is committed to advancing the highest standards for human rights, social and environmental responsibility and ethics in its governance and therefore expects that its suppliers are committed to the same philosophy and governance.

The Supplier Code of Conduct (hereinafter: Code) is an expression of our principles and values and it is intended for all our supply chain partners on how to fulfil our vision.

The Code is of utmost importance to our corporate governance strategy.

The Supplier Code of Conduct is based on the Ten Principles of the UN Global Compact, the principles of the Serbian Labor Law, Occupational Safety and Health Law, ILO Basic Terms and Conditions of Employment, ILO Declaration on Fundamental Principles and Rights at Work, European Convention on Human Rights.

SUPLIER

CODE OF CONDUCT

Responsibilities and sanctions

Labor and human rights

Health and safety

Environment

Ethics

Responsibilities and sanctions

Suppliers shall observe the provisions of this Code and shall ensure that their operations are not only in full compliance with applicable laws and regulations, but that they also adhere to the internationally recognized sustainability standards listed in the Policy Statement section above. If there are discrepancies between national laws and the terms of the Code, Suppliers must adhere to the higher requirements.

This Code sets specific conditions to evaluate the social, environmental and ethical performance of our Suppliers and their value chain. Marketing Press may at any time demand that Suppliers complete self-assessments and reserves the right to conduct audits on Suppliers and their value chain regarding compliance to the Supplier Code of Conduct and any agreed upon corrective action plan.

Suppliers are responsible for ensuring compliance throughout their own value chain. In case of non-compliance, including withholding audit rights or failing to meet any agreed upon commitment, Marketing Press reserves the right to terminate the contract immediately withholding the right to claim damages and/or to initiate a procedure at competent authorities in order to establish any responsibility for wrong doing.



Labor and human rights

DISCRIMINATION

Our employees are selected on the basis of objective and non-discriminating criteria. Not any intimidation or discrimination, e.g. because of race, skin colour, gender or religion, will be permitted. The above also means that we will only do business with partners who endorse this.

INTIMIDATION AND HARASSMENT

Forms of intimidation and harassment are intolerable. Suppliers must be attentive to possible cases of intimidation or harassment and must report such a situation immediately to the management and end this situation as soon as possible.

PROHIBITION ON CHILD LABOUR

Child labour refers to the sort of work, and its intensity, which hinders with their access to education, damages their physical and/or psychological health and their development within their family, and robs them of their childhood or their self respect. Child labour is forbidden, as has been indicated in the UN conventions and/or nationally applicable laws and rules. Marketing Press forbids any form of child labour. The above also means that we only want to do business with partners who endorse this. Supplier may employ young workers who are older than the applicable legal minimum age but younger than 18 years of age, provided they do not perform work that might jeopardize their health or safety, consistent with ILO Minimum Age Convention No. 138. Suppliers shall not require juvenile workers to work overtime or perform nighttime work.

PROHIBITION ON FORCED LABOUR

All forms of forced labour are forbidden. The same goes for labour by prisoners, whereby the fundamental human rights are violated. Marketing Press will only employ people who choose to do the work voluntarily. Marketing Press will under no circumstance make use of forced labour. We only want to do business with partners who endorse this.

Labor and human rights

WAGES AND BENEFITS

Suppliers shall pay wages and benefits at a minimum according applicable laws, industry standards and relevant collective agreements, whichever is highest. The level of wages shall reflect the level of skills and qualifications of regular working time regardless of gender. Overtime should be paid according to local regulation. Suppliers shall pay accurate wages in a timely manner, and wage deductions shall not be used as a disciplinary measure.

WORKING HOURS

Suppliers shall ensure that a regular working week is in accordance with the provisions of ILO 1 Hours of Work Convention. Overtime should be voluntary and be restricted to the specifications defined in ILO conventions. Supplier must give breaks, annual paid leave and one day off every week unless collective agreement defines exceptions.

WORKING CONDITIONS

By signing this Supplier Code of Conduct supplier promise to comply with all legislation concerning the working conditions of their employees.

FREEDOM OF ASSOCIATION

Employees are entitled to associate and to negotiate collectively. They are also allowed to join a labour union in accordance with the ILO conventions 87,98 and 135. The above also means that Marketing Press only want to do business with partners who endorse this.

Health and safety

SAFETY AT WORK

Suppliers shall provide a safe and healthy environment in order to prevent workplace accidents and injuries. Occupational exposure to potential safety hazards and emergency situations shall be controlled through proper design, risk assessment, engineering controls, safe work procedures, emergency plans and response procedures, and mandatory trainings. Suppliers should implement a Health & Safety Management System, including accident and near accident reporting.

HEALTH AT WORK

For the advancement of the employees' health, Suppliers should provide good ventilation and lighting, clean toilets and sufficient access to drinking water. In addition, furniture tested by the Health and Safety Executive will be made available to the employees. Facilities and onsite accommodation for employees must safeguard individuals' dignity, hygiene and safety. Their conditions must comply with national laws and international health and safety standards.

SAFETY REGULATIONS

Suppliers shall obtain, keep current, and comply with all required health and safety regulations. Suppliers shall provide and maintain a safe work environment and integrate sound health and safety management practices into their business. Workers shall have the right to refuse unsafe work and to report unhealthy working conditions.

Environment

ENVIRONMENTAL RESPONSIBILITY & MANAGEMENT SYSTEMS

Suppliers shall maintain an effective environmental policy and environmental management system, consistent with according to local regulation and ISO 14001 or EMAS, that promotes environmental responsibility and enables continuous improvement of their environmental performance and impact. Marketing Press reserves the right to ask for evidence of, and the possibility to audit, the environmental management system.

RESOURCE EFFICIENCY

Suppliers shall control and implement actions to reduce their use of energy, water, raw material and should strive to reduce their reliance on fossil fuels.

EMISSIONS & WASTE CONTROL

Suppliers shall control and implement actions to reduce emissions to air, water and waste of all types. Waste handling management for hazardous and non-hazardous material must be developed and monitored.

ENERGY SAVING

Marketing Press strives for continuous energy saving. We have taken measures which minimize the energy usage, like amongst others the usage of a sustainable energy supplier; top cooling with ground water and heat return venting; sensor lighting with tube system and high frequency lighting; low-energy light bulbs; time switches; temperature policy; solar panels; 100% insulation and double glazing. Marketing Press only want to do business with partners who endorse this.

Ethics

PRIVACY

Suppliers shall comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared. Suppliers shall commit to protecting the reasonable privacy expectations of personal information of everyone they do business with.

INTELLECTUAL PROPERTY

Intellectual property rights are to be respected; transfer of technology and know-how is to be done in a manner that protects intellectual property rights.

CONFLICTS OF INTEREST

We are dependent on the trust of our customers, suppliers and other third parties. Conflicts of interest or the appearance thereof, undermine the good reputation of Marketing Press. A conflict of interest arises in a situation in which the contacts or the position of an employee within the company, are used for serving personal, business or financial interests, to the detriment of the company, or otherwise. Every situation in which a conflict (or the appearance of a conflict) could possibly arise between private interests and those of Marketing Press, must be avoided.

GIFTS / INVITATIONS

The general principle is that Marketing Press employees are not allowed to accept or offer gifts with a value of over €50,- and/or work related gifts. There are cases where refusing a gift, may embarrass or hurt the person who offers it. In these cases the gift may be accepted in consultation with the superior or the management. Invitations for trips or events can only be accepted with the permission of the superior or the management.

We expect our suppliers and other business partners to refrain from offering gifts to our employees with the purpose to influence them. Under no circumstances will it be permitted to offer or to accept bribes.

DECLARATION OF COMPLIANCE

I hereby declare that I have read and understood the principles set forth in the Marketing Press Supplier Code of Conduct and will fully comply with these principles. I accept responsibility to report exceptions thereon to Marketing Press.

COMPANY NAME

NAME

DATE

POSITION

SIGNATURE

COMPANY STAMP

DECLARATION OF NON-COMPLIANCE

NON-COMPLIANCE ISSUE:

EXPLANATION OF NON-COMPLIANCE:

CORRECTIVE ACTIONS PLANNED AND TIMELINE:

COMPANY NAME

NAME

DATE

POSITION

SIGNATURE

COMPANY STAMP