
ROBOS

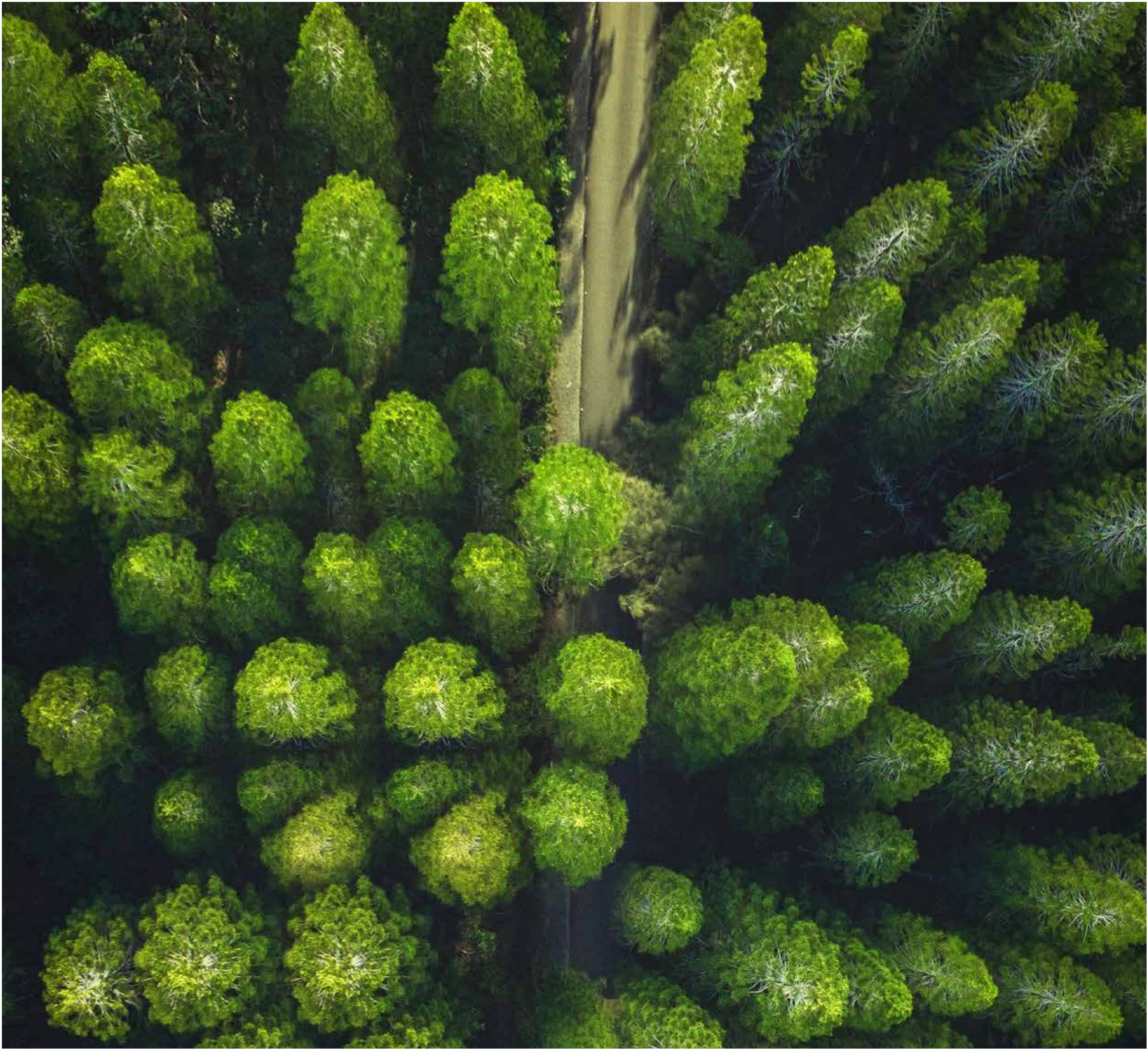
CODE OF CONDUCT



ROBOS
CONTRACT FURNITURE

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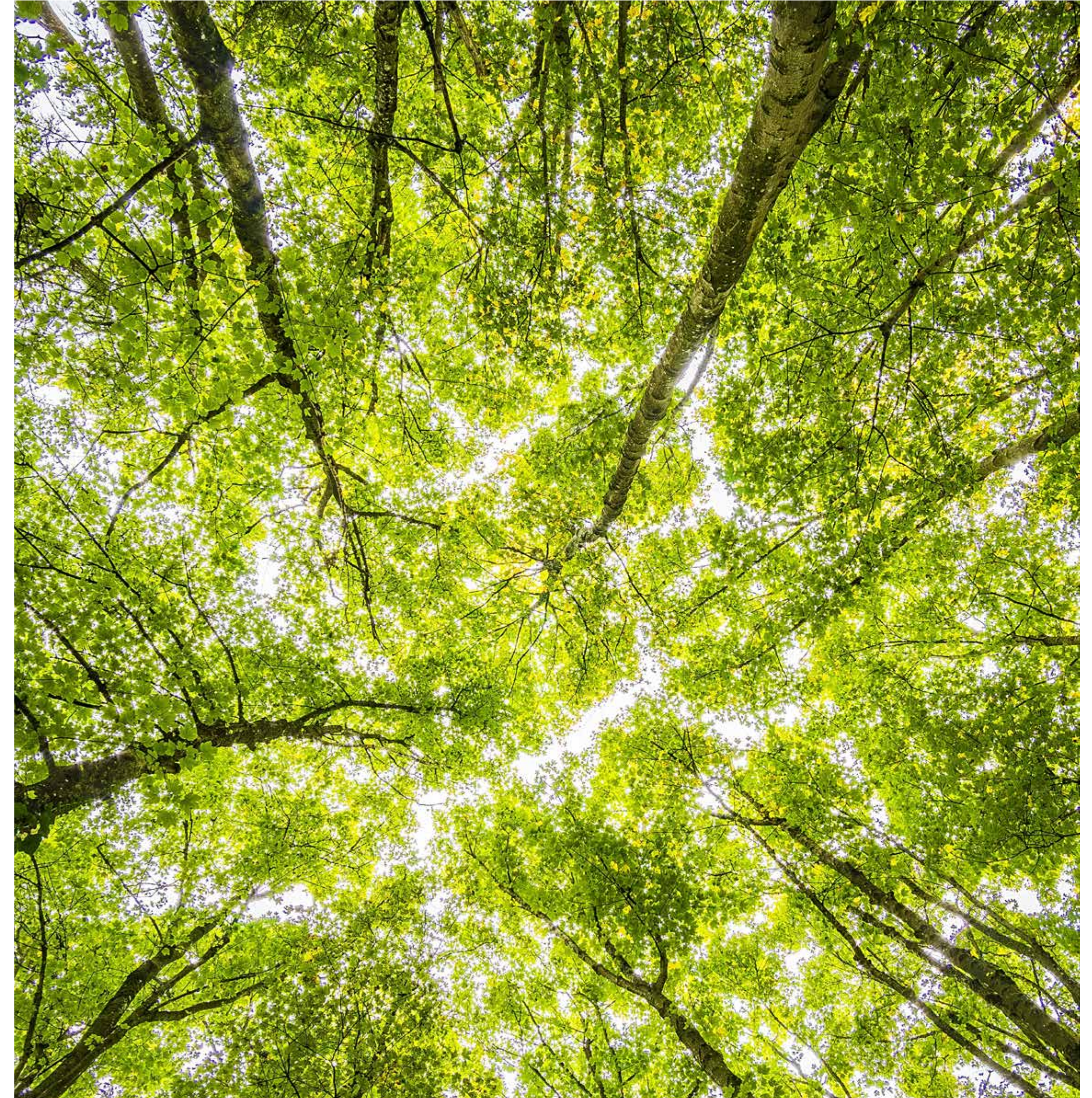


SUPPLIER CODE OF CONDUCT

ROBOS Contract Furniture is an international leading company in limitless customized furniture and creates since 1979 the most beautiful places in the world.

With this success comes also the obligation to take responsibility for our influence on the market. With our motto WHERE EVERYONE ELSE STOPS, ROBOS KEEPS GOING this Code is created with the intention to create brighter lives for people today and for generations to come.

Developing ethics standards as well as building social, economical and environmental responsibility we need the cooperation of our suppliers worldwide whose activities are a key element in our supply chain. ROBOS is only able to build a long-lasting business relation with suppliers who express their willingness and intent, also on behalf of their subsidiaries, to globally and/or locally comply with this code. Complying of this code is also one of the assessment criteria in the process of selecting a supplier.



People: the social dimension

Our company operates with concern for the values, norms, rules and roles of our employees; one of the most important resource of our company.

We expect the same from our suppliers.

- ✓ *Non-discrimination – suppliers do not discriminate in any manner on the basis of race, ethnic background, nationality, age, religion, gender, sexual orientation or disability.*
- ✓ *Forced labor and child labor – suppliers do not use forced labor; suppliers act in line with Convention 138 (Minimum age) and Convention 182 (Worst Forms of Child Labor) of the International Labor Organization.*
- ✓ *Health and safety – with respect to health and safety, suppliers implement strict policies with the aim of creating an incident- and injury-free work environment and of preventing the occurrence of occupational illness and health problems associated with its activities. At all levels, suppliers play an active role in identifying and rectifying unsafe situations, and they work on continuous improvement of the health situation of employees.*



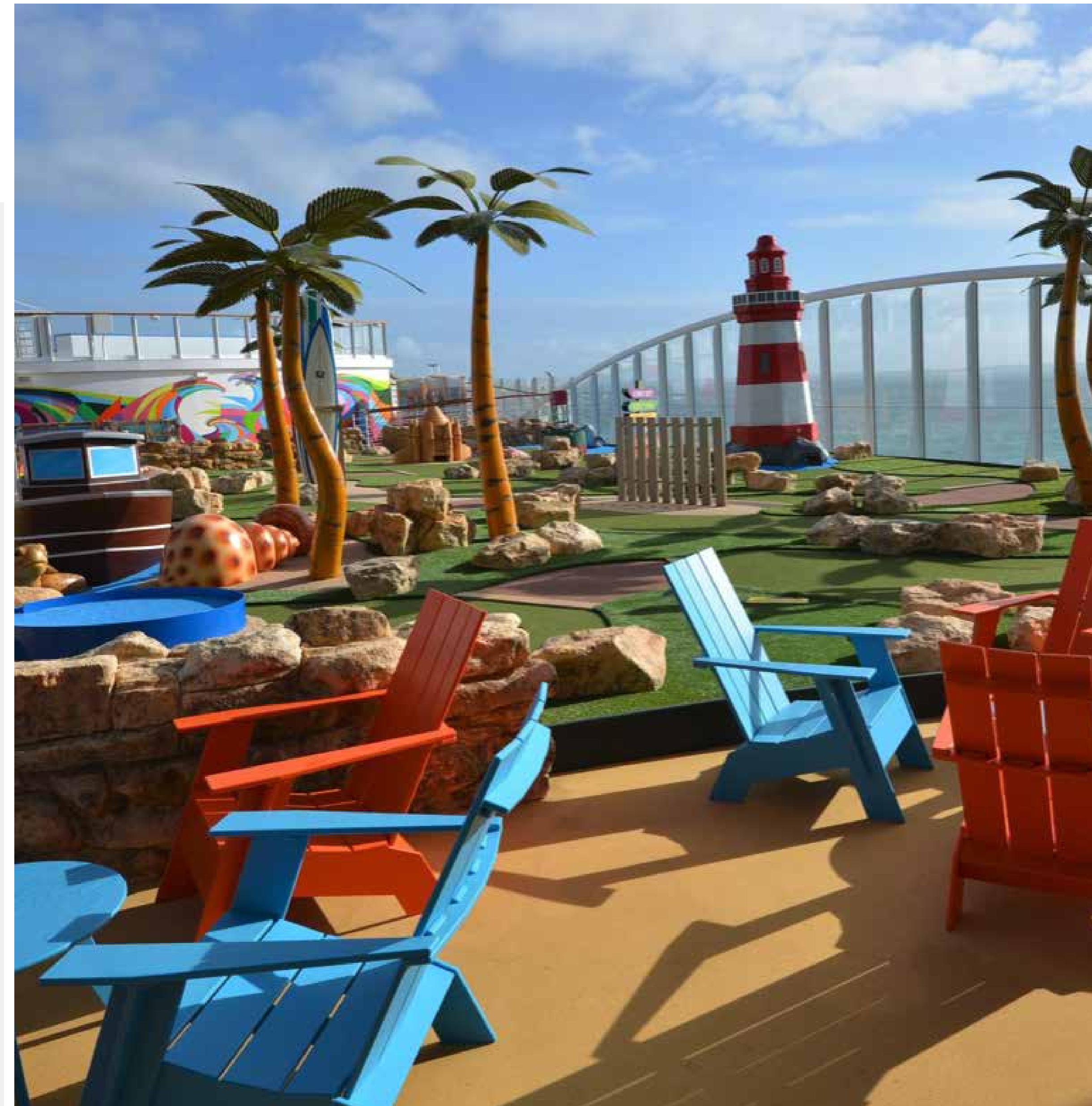
- ✓ *Freedom of association – suppliers respect the right of their employees to freedom of association and collective bargaining.*
- ✓ *Fair remuneration – suppliers pursue a fair remuneration policy with due recognition for performance.*
- ✓ *Working hours – suppliers do not force their employees to work excessive hours. In case employees are asked to work overtime, their extra work is compensated in line with local legislation.*



Planet: the environmental dimension

Climate change, the loss of biodiversity and air & water pollution are among the global environmental problems that affect everyone's health and wellbeing. Tackling such challenges in the context of social and economic possibilities is at the very heart the ROBOS goal in the environmental dimension. In order to maintain a sustainable supply chain, we expect exactly the same from our suppliers of materials and intermediate products, who are key and the most significant elements of the chain, and from other business partners.

- ✓ *Eco footprint – suppliers ensure and demonstrate continuous environmental improvements, including a reduction in raw materials, energy, emissions, discharges, noise, waste and reliance on natural resources and hazardous substances by means of clear targets and improvement policies.*
- ✓ *Information – suppliers provide ROBOS and the general public with clear information about the environmental and safety aspects of their products and production processes.*



- ✓ *Product stewardship – in accordance with the principles of product stewardship, suppliers identify the risks and environmental impact attached to their products during the production, distribution and transportations process as well as their entire lifecycle and look for opportunities to reduce these. In this context, suppliers share relevant knowledge, expertise and experience with their own suppliers, ROBOS and other parties.*
- ✓ *Suppliers must comply with all relevant requirements and obligations stipulated by the European Union's REACH Regulation. This includes but is not limited to the registration, evaluation, and reporting of chemical substances used in products supplied to our company. Suppliers are expected to provide us with necessary information and documentation to ensure compliance with REACH, and to promptly notify us of any substances of very high concern (SVHC) that are present in their products. We encourage our suppliers to work proactively to find alternative substances when required by REACH and to collaborate with us in ensuring the safety and environmental compliance of our products.*



- ✓ *Safety and health risks for local residents – suppliers shall systematically and regularly evaluate, or shall employ the services of an external party to evaluate, the impact of their residents, for example safety aspects, emissions, and waste from regular activity.
The results are documented.*
- ✓ *Emergency response – suppliers make a reasonable and practicable effort to implement an emergency response program that addresses the most likely anticipated emergencies.*



Profit: the economical dimension

At ROBOS the economical dimension represents general economic health. We do our utmost to achieve this on daily basis, therefore we expect the same attitude from our suppliers.

- ✓ *Law and regulations – suppliers operate in full compliance with international, national and local laws and regulations that are applicable to their business operations and obtain all the necessary permits.*

Local industry standards prevail in cases where these are more stringent than local legal requirements.

- ✓ *Data protection - suppliers must have implemented procedures and technical solutions ensuring personal, financial and commercial data protection, to the extent defined by a relevant national and international law regulations, in order to ensure maximal safety and minimize the business risk connected with their own organization, their contractors' companies and the data provided by ROBOS.*

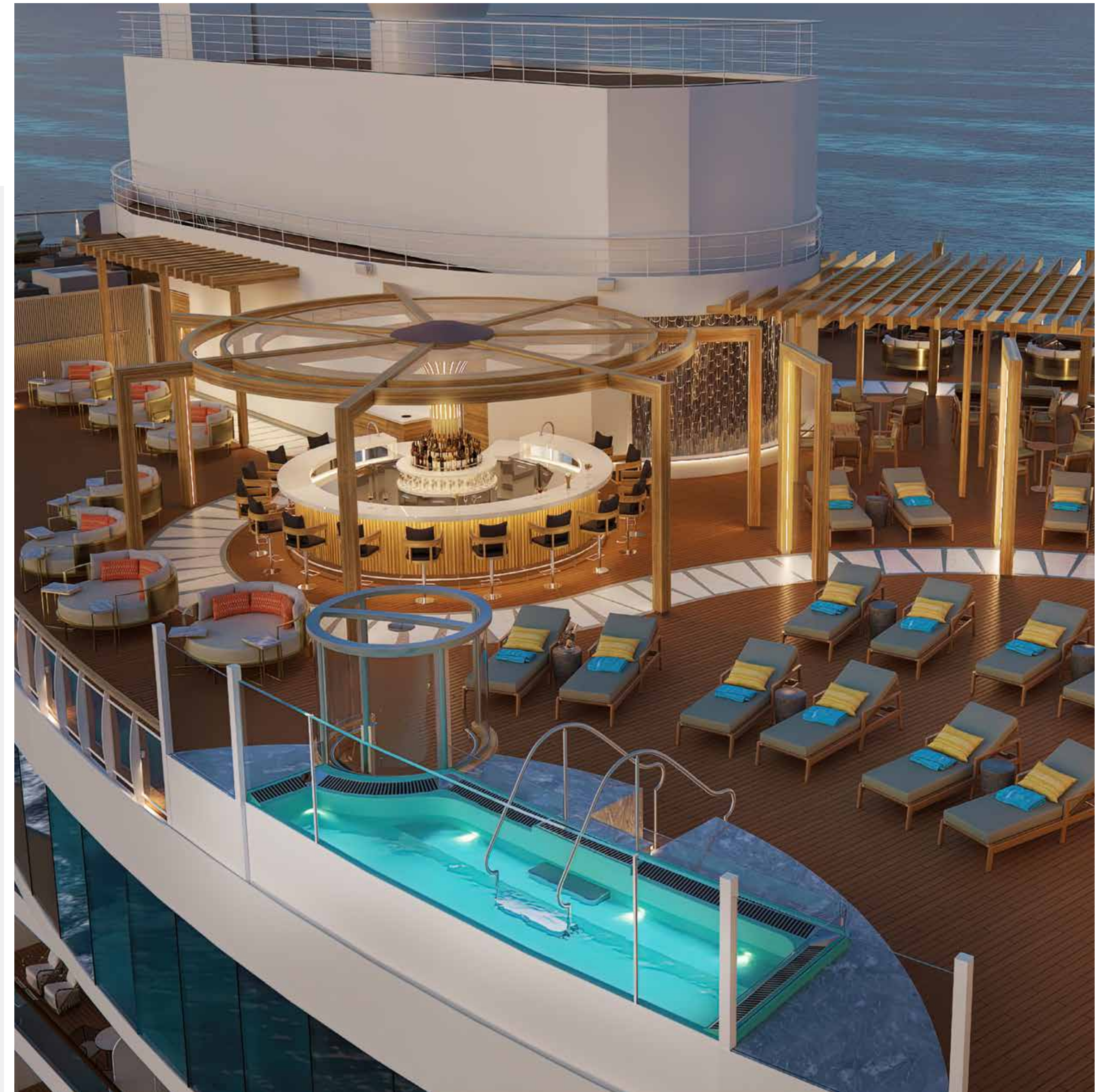


- ✓ *Free and fair competition – suppliers value free and fair competition throughout the world, and therefore comply with competition laws in all areas in which they operate and have implemented strict policies in this respect.*
- ✓ *Embargoes and trade law – suppliers respect the applicable trade laws and restrictions as imposed by the United Nations or other national or supranational bodies or governments and have implemented strict policies to ensure compliance therewith.*

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- ✓ *Bribery – suppliers refrain from any form of corruption including extortion and active and passive bribery.*
 - ✓ *Gifts – suppliers respect that ROBOS employees do not give or accept any gift or favor that could compromise or raise doubts about the neutrality of the decisions made by ROBOS or the supplier. Suppliers are aware of and adhere to our requirements.*
 - ✓ *Conflict of interest – suppliers disclose to ROBOS all available information about conflict of interest including financial interest of a ROBOS employee in any of suppliers' businesses.*
 - ✓ *Confidentiality – suppliers protect all confidential information provided by ROBOS and its respective business partners.*



- ✓ *Transparent accounting – suppliers’ accounting records and supporting documents show a true, fair and complete picture and reflect the nature of the underlying transactions.*
- ✓ *Conflict of interest – suppliers disclose to ROBOS all available information about conflict of interest including financial interest of a ROBOS employee in any of suppliers’ businesses.*



Observance of the Code

The observance of the Code can be verified in a continuous way and during audits. Suppliers are required to demonstrate that they respect all the rules described in this document and to provide ROBOS authorized person with all necessary documents immediately.

