SWAROVSKI OPTIK CODE OF CONDUCT FOR SUPPLIERS

The following Code of Conduct defines the basic principles and requirements to be applied and maintained for all business relations between SWAROVSKI OPTIK and our suppliers.

Sellers of materials and indirect goods, service providers, consultants, contract manufacturers and all other companies that directly or indirectly provide products or services to SWAROVSKI OPTIK are considered suppliers.

Our suppliers and business partners significantly contribute to our commercial success and have often worked with us for many years. This successful cooperation is based on common attitudes and values as well as a shared understanding of quality.

Suppliers shall act sustainably and in accordance with our ethical principles. They shall comply with the social, employment, health & safety and environmental laws of their country while acting in line with the European standards.

The cooperation between SWAROVSKI OPTIK and our suppliers is based on mutual trust and respect.

SWAROVSKI OPTIK

01
SWAROVSKI OPTIK SHALL ADHERE TO THE FOLLOWING BUSINESS PRINCIPLES:

– A reliable partnership.

– Fair and equal treatment of suppliers.

– Suppliers are selected based on official tenders and/or on the basis of objective criteria such as quality, price, technological standard, service, reliability and sustainability.

– Compliance with contractual obligations.

– Fair working conditions.

– Respect for different cultures.

– No discrimination.

– Respect for human rights and employees in accordance with the provisions defined in Part 02/03.

– Environmental responsibility.

– Compliance with this Code of Conduct will be monitored with selective audits carried out either directly by SWAROVSKI OPTIK or by independent organizations on our behalf. Suppliers will be notified of the audit results.

02
SUPPLIER REQUIREMENTS:

The provisions of this Code of Conduct define the minimum standards for our suppliers. In addition, all SWAROVSKI OPTIK suppliers must comply with all applicable laws, regulations and guidelines. Within the scope of the following requirements, which are to be fulfilled without exception, we also require our suppliers to instruct their employees, subcontractors or freelance service providers to comply with this Code of Conduct.

Suppliers shall adhere to the following principles:

01. Complete compliance

– with all national laws and regulations of the country in which the supplier, its subcontractors or partners maintain their place of business or production.

– with any and all effective and agreed upon SWAROVSKI OPTIK guidelines such as our Material Compliance regulations.

– with all other SWAROVSKI OPTIK policies agreed with or communicated to the supplier.

02. Business ethics

– Combating bribery and corruption. We expect our suppliers to adhere to a zero-tolerance policy with regard to corruption, bribery, money laundering and any business that supports terrorism and armed conflicts. No form of bribery, corruption or other illegal practices within the framework of business relations shall be accepted.

03. Human rights

Respect for fundamental human rights as well as the fair and respectful treatment of employees in accordance with the following guidelines:

Human rights according to the United Nations Declaration of Human Rights

– In the context of all business activities, human rights must be respected at all times.

Forced labor

– Compulsory labor in any form, including debt bondage or involuntary labor in detention is prohibited. The retention of payments, remuneration, ID documents or other valuable personal items is not permissible. All work must be voluntary and within the framework of a recognized employment relationship established by national legislation. All employees must receive and complete written, comprehensible and legally binding employment contracts.

Child labor

– No person under 15 years of age or under a higher statutory minimum age may be employed. In some developing countries, the national minimum age may be 14 years in accordance with the regulation for developing countries by the International Labor Organization (ILO). No supplier may employ young employees between the legal minimum age and 18 years at night or under circumstances that may affect their health, safety or moral integrity as well as their physical, mental, spiritual or social development.

Discrimination

– Any form of workplace discrimination in terms of employment, remuneration, overtime, training, promotion, contract termination, disciplinary action and retirement due to sex, age, religion, family status, race, caste, social background, diseases, disabilities, pregnancy, ethnicity, nationality, membership in work organizations including trade unions, political affiliation, sexual orientation or other personal characteristics is prohibited.

Inhumane treatment and harassment

– Any cruel or inhumane treatment, sexual or other harassment, verbal abuse or other forms of employee intimidation will not be tolerated.

Working hours

– The legally permissible maximum weekly working hours must be observed. If the national law does not specify the maximum weekly working hours, 48 hours plus 12 overtime hours per week shall not be exceeded. Overtime is voluntary, must be remunerated and cannot be demanded on a regular basis. All employees shall have at least one free day after six consecutive days of work.

Remuneration

– All employees must be paid at least the national minimum wage plus the corresponding statutory benefits, or the industry minimum wage, whichever is higher. All payments must be made regularly and on time and must be properly documented.

Freedom of association and collective bargaining

– All employees have the right to full freedom of association and collective bargaining. Where such rights are legally denied, the employer must support their enforcement with alternative means.

Health and safety

– All organizations within the supply chain must guarantee a safe and healthy working environment, such as protection against fire, accidents and toxic substances.

Complaints procedure

– Any and all complaints relating to abuse or unfair, inappropriate or suspicious conduct against employees or a member of the resident population shall be investigated and treated in a fair and transparent procedure accessible to employees and the general public.

04. Environmental protection

Continuous reduction of the environmental impact of business operations, including:

Reduction of waste and emissions

– All waste and emissions to air, soil and water are to be limited as much as possible.

Proper treatment of chemicals and special waste

– All chemicals and hazardous waste must be handled in a manner which is safe for the environment. Toxic and potentially environmentally harmful substances must be disposed of in accordance with the applicable regulations and directives regarding the prohibition or restriction of the use and treatment of specific substances.

Recycling

– All materials used must be recycled and reused whenever possible.

Energy efficiency

– Continuous efforts shall be made to improve energy efficiency in all production processes.

05. Production site

SWAROVSKI OPTIK must be informed of all supplier locations where products for SWAROVSKI OPTIK are manufactured. We reserve the right to conduct unannounced visits or audits at all locations where employees work directly or indirectly for SWAROVSKI OPTIK.

03 NON-COMPLIANCE WITH THE CODE OF CONDUCT

– SWAROVSKI OPTIK acknowledges that the directives established under this Code of Conduct are dynamic and non-static and encourages suppliers to improve their working conditions on an ongoing basis.

– In the event of serious breaches, SWAROVSKI OPTIK reserves the right to cancel orders or terminate the business relationship. In addition, suppliers may be liable for compensation if SWAROVSKI OPTIK has suffered economic loss or reputation and brand damage. SWAROVSKI OPTIK has the right to introduce certain conditions required for the continuation of a business relationship if the relationship is endangered by violations of this Code of Conduct. The supplier must undertake all necessary efforts to resolve such violations with a mutually agreed upon corrective action plan and prove that the SWAROVSKI OPTIK guidelines will be fulfilled within an acceptable time frame. In any event, SWAROVSKI OPTIK reserves the right to terminate the cooperation in the case of serious violations of the provisions of this Code of Conduct.

04 MISCELLANEOUS

In the event of interpretation issues or inconsistencies between the original German version and the translation of this Code of Conduct, the German version shall apply. Regardless of any national or cultural differences as well as other relevant issues, SWAROVSKI OPTIK insists on the enforcement of the essential requirements specified in this Code of Conduct.