

Human rights policy statement - RECA NORM GmbH

I. Scope and responsibilities

RECA NORM GmbH is committed to complying with and implementing this RECA NORM policy statement in all facilities within Germany, in pick-up shops and in the premises of companies with whom RECA NORM GmbH has a business relationship. It is the responsibility of each RECA NORM GmbH employee to implement the RECA NORM human rights policy in their own daily work and sphere of influence. The overall responsibility for ensuring that human rights are upheld lies with the management team. The TQM division, under the direction of Emre Ipek, is tasked with implementing measures to ensure that human rights are upheld.

II. Human rights: Due diligence

Risk management

RECA NORM GmbH carries out systematic risk assessments in order to meet the requirements for human rights due diligence. The risk assessment regarding human rights in our supply chain includes the risks present in the countries in which we have procurement operations. The risk assessment also takes into account any influence that the business model and purchasing practices of RECA NORM GmbH has on suppliers. To classify the risks, information from external sources and experience from related internal business areas such as auditing and procurement are used. Our risks primarily relate to the upstream stages of the value chain. The findings of the risk assessment will be used as a basis for selecting and assessing suppliers in the future.

Implementation in the business units

At RECA NORM GmbH, all employees that work closely with suppliers are trained on compliance issues. The training also covers the observance of human rights. In addition, there are training courses available that provide information to specific target groups about the anti-discrimination policy and Supplier Code of Conduct of RECA NORM GmbH, as well as the principles of a sustainable supply chain.

Implementation in the value chain

All business partners and suppliers of RECA NORM GmbH, along with their direct and indirect partners, undertake to respect, observe and support human rights and to act in accordance with the established principles.

If a company qualifies as a supplier for RECA NORM GmbH, the company is obliged to comply with the Code of Compliance and the Supplier Code of Conduct of RECA NORM GmbH within the framework of the supplier agreements.

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As a result, suppliers must also comply with ethical business practices, human rights and environmental standards. In terms of content, the requirements of the Supplier Code of Conduct are based on the ten principles of the UN Global Compact, which in turn are derived from the Universal Declaration of Human Rights, the core labour standards of the International Labour Organization (ILO), and the Rio Declaration on Environment and Development.

There are defined knock-out criteria for ecological and social issues, which are summarised below:

- Child labour, forced labour and non-compliance with working time regulations
- Industrial pollution (e.g. waste water disposal)
- Product-related environmental damage (e.g. ingredients that are hazardous substances)
- Lack of a quality management system
- Serious violations of occupational health and safety regulations.

If any of these knock-out criteria occur at a supplier, depending on the severity of the violation, improvement measures with a specific deadline must be drawn up and checks must be undertaken to ensure that the measures have been implemented. If no improvements are made, the supplier relationship may be terminated. However, the preferred solution is to improve the general conditions in our suppliers' factories and not simply change suppliers.

III. Further development

RECA NORM GmbH will regularly scrutinise its position and the implementation of its policies and continue to develop these further. This policy statement is reviewed annually and on an event-related basis (together with the Supplier Code of Conduct) and revised if necessary in accordance with the findings of risk assessments.

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