



Part 1: Quality Management

Company Name: _____

Corporate Address /
 Stamp:

Contact person: _____

Phone-Number: _____

Since when do you work for us? _____

Questions to Quality Management	yes	no	Remarks
Do you work with a Quality Management?			
Is your Quality Management certified? If yes, please attach a copy of the certificate. Then you don't need to fill in the following questions.			
Do you determine corrective actions by variation of quality?			
Do you keep records of problems with suppliers? e.g. deliveries too late, wrong deliveries etc.?			
Can you ensure on time deliveries?			
Do you check the quality of the delivered products?			
Before delivery, do you check the products for:			
* visible damage			
* completeness of the delivery			
* complete delivery papers?			
Do you maintain a statistic about customer complaints or failure reports?			
Is the retraceability of the products ensured?			

Do you have advices for the improvement of the customer-supplier relationship?



Part 2: Code of Conduct

The following paragraphs of the complete document are not negotiable but in the center of our actions. The acceptance of every paragraph is binding.

This code of Conduct defines the basic requirements to the suppliers of Grabenhorst & Vetterlein, which offer products and services, also about their responsibility to their stakeholders and the environment. Grabenhorst & Vetterlein reserves the right to change this Code of Conduct, depending on their own requirements. In this case Grabenhorst & Vetterlein expects that the suppliers accept these changes.

The supplier herewith admits:

Agreement

- to **observe** the **laws** and **legal orders**;
- to **not tolerate** any form of **corruption** or **bribery** or to even participate. This also includes payments or other forms of acceptance of benefits by public officials for the purpose of persuasion in violation of the law;
- to respect for fundamental **human rights** of workers;
- to promote **equal opportunities** for and treatment of employees regardless of color, race, nationality, social origin, disability, sexual orientation, political or religious conviction, sex or age;
- to **respect** the **personal dignity**, privacy and personal rights of any individual;
- to **not employ** someone **against his/her will** and to not treat the employees unacceptably, such as psychological cruelty, sexual disruption or discrimination. Also not to tolerate but forbid such behavior, including in gestures, in speech and physical cruelty, sanctions, threat, abuse or exploitation;
- to take care of **adequate payment** and to guarantee the statutory national minimum wage;
- to be **satisfied with the maximum** amount of **working hours**, which are defined in the laws;
- where legally possible, to **tolerate** the **right** of **free association** of employees and neither favor nor discriminate against members of employee organizations or unions;



Prohibition of Child labor

- to **not employ workers under the age of 15**. In countries which are Part of the developing country exception of the ILO Convention 138, no workers under 14 years of age;

Health and safety of employees

- to **take responsibility** for the **health** and **safety** of its employees;
- to mitigate risks and ensure the best possible prevention against accidents and occupational diseases;
- to provide trainings and make sure that employees are educated in health and safety matters;
- to provide an occupational health and safety management system;

Environmental protection

- to act in the accordance of environmental protection with applicable law and international standards;
- to minimize ecological damage and to improve the environmental protection in common;
- to use an environmental management system;

Supply Chain

- to use best endeavors promoting compliance of this Code of Conduct at its suppliers

Herewith, we/I confirm the receipt and acceptance of every paragraph mentioned in this document.

Company name: _____

Location: _____

Date: _____

Name of the Managing Director (in block letters) Sign and Stamp

If you possess a certificate for Occupational Safety, for Social Accountability (e.g. SA 8000) or Environmental Protection (e.g. ISO 14001) please include it in your mailing.



Please send this document completed to:

Fax:

+49 (030) 845 84-500 or

Email:

qm@grabenhorstundvetterlein.de or

Post:

Grabenhorst & Vetterlein
Marketing & Merchandising GmbH
Teltower Damm 281 - 283
D - 14167 Berlin

If you have further questions, please refer to:

Herrn Stefan Kurek

+49 (030) 84584 – 501

stefan.kurek@grabenhorstundvetterlein.de