

Information for Suppliers of BOLL & KIRCH Filterbau GmbH



GUIDELINE ON SUSTAINABILITY

Sustainability is a long-term strategic success factor not only for BOLL & KIRCH Filterbau GmbH, but also for the suppliers. The new BOLL & KIRCH Filterbau GmbH - Supplier Guideline on Sustainability actively promotes sustainable operations.

Passion, respect, integrity and discipline are the corporate values of BOLL & KIRCH Filterbau GmbH. By living these values within the company and also in our external relationships, we want to create a culture of excellence. Together with its suppliers, BOLL & KIRCH Filterbau GmbH wants to promote innovation, excellence and performance in a sustainable manner. Our philosophy for collaboration with our suppliers is based on mutual expectations and commitments in terms of reliability, transparency, communication and also sustainability.

Our business partners have to ensure that the BOLL & KIRCH Filterbau GmbH - Supplier Guideline on Sustainability is also observed by all their subcontractors and suppliers. Furthermore, the statements are based on international standards such as the United Nations Global Compact (<http://www.unglobalcompact.org>) and the ILO International Labour Standards (<http://www.ilo.org>). In addition to these international standards and the BOLL & KIRCH Filterbau GmbH - Supplier Guideline on Sustainability, all business activities within the automotive supply chain have to comply with local law. Whenever the provision of national or international laws, industry standards and this code address the same subject, the stricter regulation applies.

Sustainability

Sustainability is based on a three-dimensional concept of economical, ecological and social development. Those dimensions are interdependent. With the report "Our common future" of the Brundtland Commission, the United Nation's Commission on Environment and Development, the concept of sustainability first attracted worldwide attention in 1987. According to the Brundtland Commission, sustainable development "is development that meets the needs of the present without compromising the ability of future generations to meet their own needs". Although the report has been published in 1987, the issue is still up to date.

I. Working Conditions / Labour

A) Child Labour Avoidance

Child labour must not be utilised in any stage of manufacturing. Companies are requested to follow the ILO conventions recommendation of a minimum age for admission to employment or work not being less than the age for completing compulsory schooling, and in any case not being less than 15 years. The minimum age for hazardous work is 18 years.

B) Wages and Benefits, Working Hours

Compensation and benefits have to comply with fundamental principles relating to minimum wages, overtime hours, and legally mandated benefits. Working hours will, as a minimum, comply with all applicable laws, industry standards or relevant ILO conventions, whichever standard is more stringent. Overtime should be voluntary and employees have to be granted at least one day off after 6 consecutive working days.

C) Freely Chosen Employment

Any form of forced or compulsory labour is prohibited. Employees have to be free to leave employment after reasonable notice. It must not be required for employees to hand over government-issued identification, passports or work permits as a condition of employment.

D) Freedom of Association

Workers have to be able to communicate openly with the management regarding working conditions without fear of reprisal, intimidation or harassment. Workers need to have the right to associate freely, join labour unions, seek representation, and join workers' councils.

E) Health and Safety

Workers should have a safe and healthy working environment that meets or exceeds applicable standards for occupational safety and health.

II. Environmental Standards

A) Environmental Responsibility

Companies have to support a precautionary approach to environmental challenges, undertake initiatives to promote greater environmental responsibility and encourage the development and diffusion of environmentally friendly technologies.

B) Environmental Performance of Business Operations

All stages of manufacturing have to provide optimal environmental protection. This includes proactive behaviour to prevent or minimise the impact of accidents which may adversely affect the environment. Particular emphasis is given to the application and continuing development of technologies which save energy and water, and which are characterized by minimal emission controls, reuse and recycling strategies.

C) Environmental Performance of Products

All products which are manufactured within the supply chain are requested to meet the environmental standards in the respective market segment. This includes all applied materials and substances. Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

III Business Ethics

A) Anti-Corruption

The highest standards of integrity are to be expected in all business interactions. Any and all forms of corruption, bribery, extortion and embezzlement are strictly prohibited.

B) Non-Discrimination

Harassment or discrimination against employees in any form is not acceptable. This includes but is not limited to gender, race, colour, caste, disability, union membership, political beliefs, origin, religion, age, pregnancy, or sexual orientation.

C) Safety & Quality

All products and services will be delivered to meet the quality and safety criteria specified in relevant contract elements, and will be safe for their intended use.

IV. Information / Communication

This guideline has to be posted or be available for all employees in the local language at the business partners' facilities. In addition, the guideline document is available on www.bollfilter.de.



BOLL & KIRCH Filterbau GmbH
Postfach 1420 · 50143 Kerpen · Germany
Siemensstr. 10-14 · 50170 Kerpen · Germany

Telephone: +49 2273-562-0
Fax: +49 2273-562-223
E-mail: info@bollfilter.de
Internet: www.bollfilter.de