

# Code of Ethics and Social Responsibility

## Basic principles and rights relating to work and follow-up measures

Swiss Post Ltd is assuming an increasing ecological and social responsibility in the purchasing of goods and services. Swiss Post Ltd ensures the sustainability of its business success by achieving the right balance between environmentally responsible action, social responsibility and economic success. In conducting its purchasing activities, Swiss Post Ltd is also obliged by public procurement regulations to ask providers to meet minimum social requirements. Swiss Post Ltd has therefore drawn up the following Code of Ethics and Social Responsibility. It contains basic social and ethical requirements as well as Swiss Post's ecological principles and also refers to further Swiss and international standards that seek to protect employees when services are provided in Switzerland or abroad.

This Code of Ethics and Social Responsibility is therefore aimed at all Swiss Post's suppliers and providers of goods and services, regardless of whether the provisions governing public procurement apply or not.

### 1. Compliance with human rights and the relevant laws

We will only enter into contractual relationships with suppliers who respect the Universal Declaration of Human Rights (UN, 1948) and comply with the laws of the respective national legal systems.

### 2. Ban on discrimination

Suppliers undertake not to permit discrimination against people during their hiring, remuneration, access to auxiliary services and educational opportunities, advancement, disciplinary practices or dismissal, be it on the basis of sex, religion, ethnicity, national origin, marital status, political opinion or sexual orientation, and to promote equal opportunity.

### 3. Punishment – Abuse - Harassment

We require that all employees be treated with dignity and respect. Any kind of physical, psychological, sexual or verbal abuse or harassment, or physical or mental coercion or physical punishment is forbidden.

### 4. Ban on child labour

We do not accept child labour. Employees may be hired only if they have passed the age for compulsory schooling or are at least 15 years old (ILO Convention 138). Children aged between 15 and 18 are not permitted to perform work that is harmful to their health or safety or is immoral. Employees who are minors are to be allowed access to legitimate training and transition programmes.

### 5. Prison, forced or slave labour

We refuse any collaboration with suppliers that employ people in prison, forced and slave labour or in debt servitude.

### 6. Wages and benefits

We expect our suppliers to provide their employees with appropriate remuneration and a minimum salary that is in line with the national standard. They are also required to pay the support allowances that apply to the respective region.

### 7. Health and safety

We expect our suppliers to provide their employees with safe working conditions and a work environment that is not harmful to their health. The suppliers must take preventive measures to avoid accidents and occupational illnesses. Access to clean drinking water and sanitary facilities must be guaranteed.

### 8. Anti-corruption

We work only with suppliers which prohibit any form of corruption or other preferential treatment aimed at winning orders.

### 9. Environment

We have an obligation to society as well as a responsibility towards the environment that we influence, and we are interested in working with suppliers who share our philosophy. We expect our suppliers to make efforts to continuously minimize their environmental impact and to improve environmental protection. They must also comply with the environmental laws and requirements in force at the place of manufacture.

#### **10. Working hours**

Employees' maximum weekly working hours, leisure time and breaks must be in line with national legislation.

#### **11. Compliance with minimum social requirements in the provision of services in Switzerland**

Suppliers and providers confirm that, for services provided in Switzerland, they comply with the terms of employment (collective and normal employment contracts as well as standard local or industry terms of employment) and occupational health and safety regulations applicable at the place where the services are provided as well as the principle of equal pay for men and women.

#### **12. Compliance with minimum social requirements in the provision of services abroad**

Suppliers and providers confirm that, for services provided abroad, they at least comply with the core Convention of the International Labour Organization (ILO core Convention 29, 87, 98, 100, 105, 111, 138, 182). For further details, please refer to annex 2a of the Federal Ordinance on Public Procurement (VöB; SR 172.056.11).

#### **13. Sub-contractors and suppliers**

Suppliers must ensure that these principles and minimum social requirements are also observed by their sub-contractors and suppliers.

#### **14. Communication**

Swiss Post's Code of Ethics and Social Responsibility is to be translated by the supplier into the employees' local language and posted at plant locations so that it is visible to all.