

# Code of Ethics and Social Responsibility

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

Swiss Post is assuming greater ecological and social responsibility in its procurement of goods, services and building services. Swiss Post ensures the sustainability of its business success by achieving the right balance between environmentally responsible action, social responsibility and economic success. Furthermore, Swiss Post is required within the framework of procurements in accordance with the provisions of public procurement to demand the observance of minimum social and environmental requirements from its suppliers. Swiss Post has therefore drawn up the following Code of Ethics and Social Responsibility. It sets out Swiss Post's basic social and ethical requirements and ecological principles, and also points to further Swiss and international standards for the protection of workers with respect to services rendered in Switzerland or abroad.

This Code of Ethics and Social Responsibility is therefore aimed at all providers and suppliers of Swiss Post's goods, services and building services, regardless of whether the regulations on 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 relevant national legal systems.

### 2. Ban on discrimination

Suppliers undertake to prohibit discrimination against people during their hiring, remuneration, access to auxiliary services and educational opportunities, advancement and 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 (Convention of the International Labour Organization, hereinafter referred to as the ILO, no. 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 require our suppliers to pay their employees appropriate remuneration and to pay at least the standard minimum wage applicable in the relevant country or sector, provided no statutory minimum requirements apply. They are also required to pay the support allowances that apply to the relevant 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. Right to freedom of association (ILO no. 87 and 98)

Employees have the right to organize themselves in trade unions or to join an association of their choice without restrictions or consequences (Art. 28 Federal Constitution, Art. 11 ECHR and Art. 22 UN Pact II).

Employees also have a right of consultation on working conditions. If the right to freedom of association and collective bargaining is restricted, the employer may not prevent other forms of collective bargaining and the organization of workers.

### **9. Anti-corruption**

We work only with suppliers who prohibit any form of corruption. On request, suppliers will provide evidence of the measures they have implemented to prevent corruption.

### **10. Competition law**

Suppliers will comply with the applicable competition law and refrain from entering into prohibited competition agreements.

### **11. Conflicts of interest**

The supplier undertakes to disclose all conflicts of interest (potential and/or actual) immediately, even if such conflicts arise unintentionally.

### **12. Environment**

Suppliers use natural resources economically and, when dealing with dangerous substances, undertake to label them clearly, use them economically and in accordance with regulations, and dispose of them in an environmentally-friendly manner. We expect our suppliers to make efforts to continuously minimize their environmental impact and to improve environmental protection. As a minimum, the legal provisions on the protection of the environment and conservation of natural resources applicable at the place of performance must be complied with. This includes, in the case of performance of service in Switzerland, the provisions of Swiss environmental law and, in the case of service performance abroad, the international agreements on the protection of the environment as per Annex 2 of the Federal Ordinance on Public Procurement (PPO; SR 172.056.11).

### **13. Working hours**

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

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

The supplier confirms their compliance with the applicable health and safety regulations<sup>1</sup> and working conditions<sup>2</sup> at the place of performance, the reporting and permit requirements in accordance with the Federal Act of 17 June 2005 on Measures to Combat Illegal Employment (IEA) and the provisions on gender equality in relation to equal pay.

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

In the case of services provided abroad, the ILO core agreements in accordance with Annex 6 of the Federal Act on Public Procurement (PPA; SR 172.056.1) must be complied with as a minimum<sup>3</sup>.

### **16. Inspections**

Swiss Post may inspect suppliers' and subcontractors' compliance with the provisions in this Code of Ethics and Social Responsibility<sup>4</sup> or assign inspection to third parties, unless this task has been transferred to an authority under special law or another suitable authority, in particular a supervisory body with equal

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<sup>1</sup> The health and safety regulations in accordance with Art. 3, letter e, of the Federal Act on Public Procurement (PPA; SR 172.056.1) include provisions of public employment law, including the provisions of the Employment Act of 13 March 1964 and the associated implementing provisions and the provisions on accident prevention.

<sup>2</sup> The employment conditions in accordance with Art. 3 letter d PPA include the mandatory provisions of the Swiss Code of Obligations on the employment contract, the normative provisions of the collective employment contracts and the normal employment contracts or, where they do not exist, the standard employment conditions applicable locally or in the sector.

<sup>3</sup> These are the ILO agreements no. 29, 87, 98, 100, 105, 111, 138 and 182.

<sup>4</sup> Subcontractors within the scope of this Code of Ethics and Social Responsibility are companies that provide a relevant part of the service tendered for. For example, suppliers of basic materials, landlords of production facilities and providers of general services for business operations are not deemed subcontractors under this Code of Ethics and Social Responsibility (see also the notes in the dispatch on the complete revision of the Federal Act on Public Procurement on Art. 12 para. 3 PPA).

representation. Swiss Post may share the required information and any documents with the authority or supervisory body for the performance of these inspections. Upon request, the supplier will present the required evidence for itself and its subcontractors.

### **17. Reporting obligation**

Suppliers must notify their contact person at Swiss Post of any incidents, conduct or other circumstances that constitute a violation of the principles and expectations set out in this Code. Swiss Post does not tolerate discrimination or sanctions against persons who report violations of the principles of this Code in good faith.

### **18. Subcontractors**

The supplier's subcontractors are obliged to comply with the requirements of this Code. These obligations and in particular the opportunity for Swiss Post to conduct inspections in accordance with section 16 must be incorporated into the agreements between the supplier and the subcontractors.

### **19. Communication**

Swiss Post Ltd's Code of Ethics and Social Responsibility will be translated by the suppliers into the employees' local language and made available to everyone at the operational sites in an appropriate manner, unless the relevant provisions are already part of the supplier's own Code.

### **20. Termination for good cause**

Any non-fulfilment by the supplier of the provisions set out in this Code will be deemed a serious violation of the contractual obligations and entitles Swiss Post to terminate the contract without notice for good cause.