

# Code of Ethics and Social Responsibility

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

Swiss Post is taking on an increasing ecological and social responsibility in the purchasing of goods and services. It has therefore drawn up the following Code of Ethics and Social Responsibility. It contains basic social and ethical requirements as well as ecological principles for Swiss Post and is intended for suppliers of goods and services to Swiss Post.

### 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 upon 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 in relation towards the environment that we influence, and we are interested in working with suppliers which share our philosophy. We expect our suppliers to make efforts to minimize their environmental impact and to improve environmental protection.

**10. Sub-contractors**

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

**11. Working time**

The employees' weekly maximum working time, leisure time and breaks must basically correspond to national legislation.

**12. Communication**

The Code of Ethics and Social Responsibility of Swiss Post is to be translated by the supplier into the employees' local language and posted visibly at all plant locations.

Place/date

Company stamp/signatures

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\_\_\_\_\_ (legally valid signature)

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