



HR-MANUAL

## Human Rights and Working Conditions

# INTRODUCTION

## and objectives



# CODE OF CONDUCT

## Human Rights and Working Conditions

**At Wipf AG, lawful and responsible behaviour forms the foundation for the company's long-term success.**

Wipf AG is committed to respecting internationally recognized human rights, with a focus on preventing any violations of these rights.

Human rights represent fundamental principles that safeguard the dignity and equality of all individuals. These rights are universal, inalienable, and indivisible, belonging equally to every person. This understanding is reflected in the „International Bill of Human Rights.“



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Wipf AG recognizes its social and environmental responsibilities, aligning with the following standards:

- The ILO Declaration on Fundamental Principles and Rights at Work
- The UN Guiding Principles on Business and Human Rights
- The ten principles of the UN Global Compact (UNGC)

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Our Code of Conduct defines and explains how Wipf AG promotes human rights and implements the ILO core labour standards in its business activities. It applies to all business areas and topics that are relevant to the company and its employees.

The Code of Conduct supplements the compliance guidelines of Wipf AG.





RESPECT  
and appreciation

# WHAT WE do for good working conditions

## **PURPOSE**

This Code of Conduct establishes the company-wide framework at Wipf AG for promoting human rights and ensuring good working conditions. Working at Wipf AG is characterized by mutual respect and the values outlined in our mission statement, embodied in the six pillars of our corporate culture.

These values, along with the behaviours expected of employees, encompass responsibility, respect, transparency, trust, and openness. All managers play a crucial role showing example, demonstrating these values daily and integrating them actively into their work, thereby reinforcing and promoting them throughout the organization.

## **SCOPE OF APPLICATION**

This Code of Conduct applies to all employees of Wipf AG.

## **PROHIBITION OF CHILD LABOUR**

Wipf AG does not tolerate any form of child labour.

Children must not be deprived of their education through paid employment, as this would limit their development. Their dignity must be respected, and their health and safety must be protected. In accordance with the ILO core labour standards, Wipf AG observes the minimum age for employment and strictly rejects child labour. This policy applies particularly to the worst forms of child labour, including hazardous activities that could jeopardize the health, safety, or well-being of children.

## **PROHIBITION ON FORCED LABOUR**

Wipf AG does not tolerate any form of forced or compulsory labour.

In accordance with the ILO core labour standards, Wipf AG rejects the use of forced or unlawful compulsory labour in its business activities.



## HEALTH and safety



# WHAT WE do for good working conditions

## **FREEDOM OF ASSOCIATION**

Wipf AG recognizes the right of all employees to form an employee representative body and actively supports the establishment and maintenance of an employee committee.

The culture at Wipf AG is characterized by trust and constructive cooperation with the employee committee. The aim is to maintain good collaboration for the benefit of both the company and its employees. Employees are neither favoured nor disadvantaged based on their membership or non-membership in the Employee Committee.

## **RIGHT TO HEALTH AND SAFETY AT WORK**

Protecting and promoting the health of employees is a top priority at Wipf AG.

We strive to provide our employees with a workplace equipped with all the necessary health and safety measures. Safety is an integral part of our work processes.

Occupational safety and health protection are specifically promoted in accordance with Swiss and European legislation. We collaborate with the Swiss Institute for the Promotion of Safety and conduct joint annual inspections.

Employees receive regular training on workplace safety.

## **REMUNERATION**

Wipf AG offers its employees competitive and performance-based remuneration. The company ensures that its employees are compensated fairly, both internally and externally. Performance and work results serve as key benchmarks for remuneration.

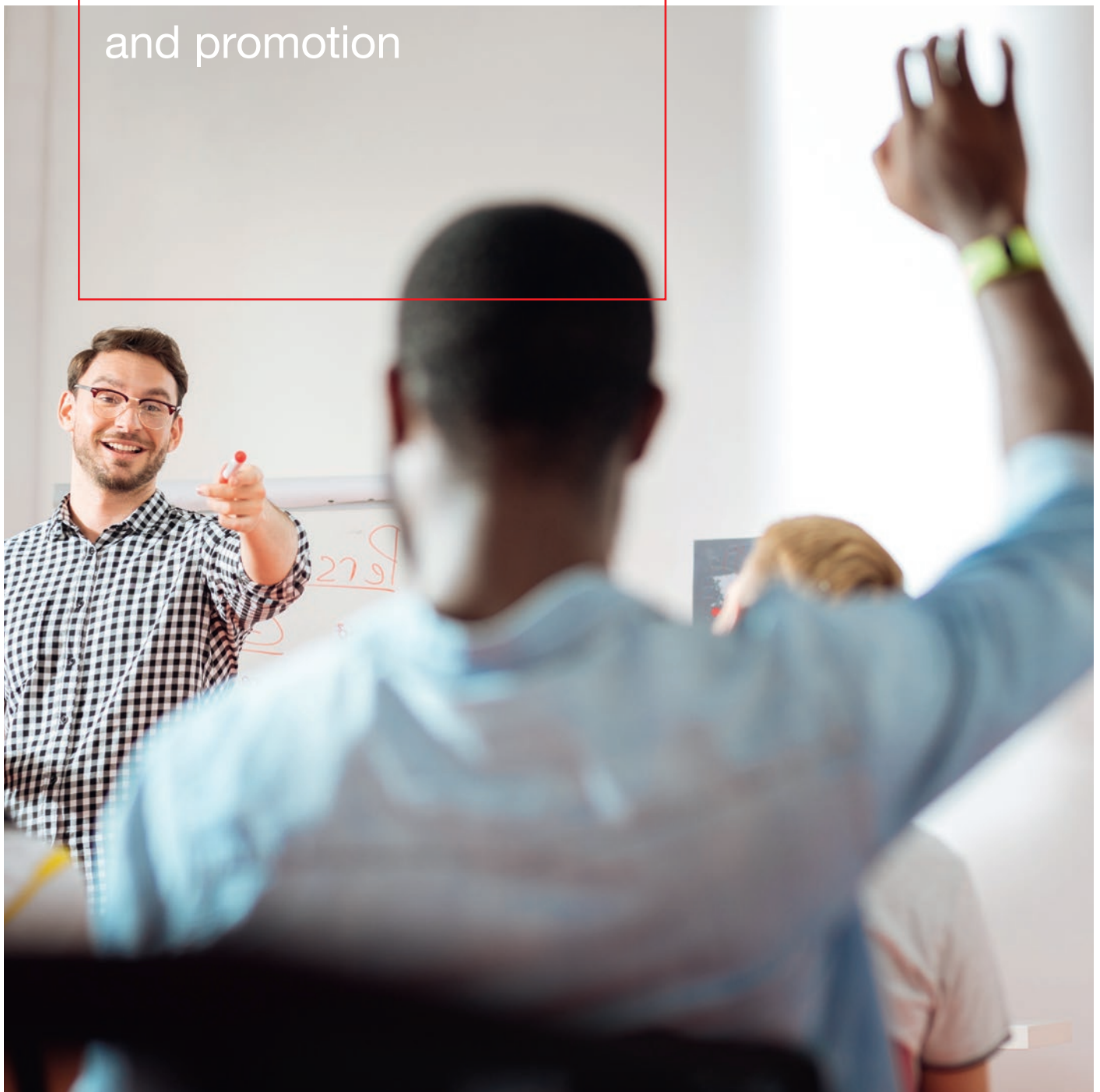
## **WORKING HOURS**

Wipf AG complies with all applicable national working time regulations. The organization of working hours and breaks takes into account both operational needs and individual concerns.





## QUALIFICATION and promotion





# WHAT WE do for good working conditions

## **QUALIFICATION**

Wipf AG promotes the long-term employability of its employees by hiring new staff based on their individual skills and providing appropriate development opportunities. The company enhances the skills and talents of its employees through targeted training programs to ensure a high level of performance and long-term employability.

Access to qualification and training opportunities is based on the principle of equal opportunity for all employees.

## **RIGHT TO PRIVACY**

Wipf AG complies with applicable data protection standards to safeguard the personal rights of employees regarding the use of their personal data. In doing so, Wipf AG is guided by relevant Swiss laws to ensure the utmost respect for personal rights.

## **SUPPLIERS**

Wipf AG also expects its business partners to respect human rights in their business activities, particularly the ILO core labour standards and the UN Guiding Principles on Business and Human Rights.

The company actively works toward compliance with and implementation of these principles throughout the value chain.

For Wipf AG, the commitment of suppliers to fulfil their social responsibility, especially regarding compliance with the ILO core labour standards, is a prerequisite for long-term business relationships. We ensure this by requiring adherence to the BSCI Code of Conduct.





RESPONSIBILITY  
and reliability

# WHAT WE do for good working conditions

## **IMPLEMENTATION AND RESPONSIBILITY**

This Code of Conduct for Human Rights and Working Conditions is communicated to all employees.

The managers of Wipf AG are responsible for the implementation of the Wipf AG Human Rights Code in their area of responsibility. Managers must take human rights into account when performing their management duties in their dealings with employees or as a basis for their business decisions. All indications of possible human rights violations must be carefully and swiftly clarified by managers.

Every employee is obliged to comply with this Wipf AG Human Rights Code of Conduct and to align their business activities with the principles formulated therein.

## **REPORTING VIOLATIONS (WHISTLEBLOWING)**

If there are indications of human rights violations, the report should primarily be made to the direct line manager or HR. If the reporting person fears consequences and wishes to remain anonymous, the report can also be made via the Employee Committee.

If employees are involved in investigations, they are required to ensure confidentiality.

## **RESPONSIBILITY AND ADOPTION**

HR is responsible for this Code of Conduct. As an essential element of Wipf AG, the Code of Conduct is approved by the Board of Directors of Wipf AG.

## **CODEX CONTACT**

Please contact HR or the CEO if you have any questions or require further information on this policy.







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