



BOPP Group Code of Conduct

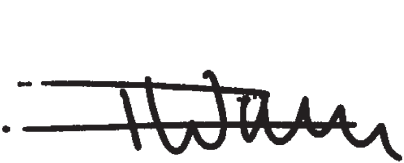


**The Art
of Swiss
Precision**

To be successful, the BOPP Group is dependent upon the trust of all its stakeholders. This includes employees, customers, business partners, authorities and the general public. This is why the BOPP Group is committed to the highest ethical and moral standards of management.

Our Code of Conduct applies to all markets, affiliates and subsidiary companies of the BOPP Group worldwide and creates a mandatory foundation for a working relationship based on trust.

The management of the BOPP Group



Roger Walch
Director Sales & Marketing



Andreas Jehle
Technical Director



Stefan Iten
Director Finance & Administration

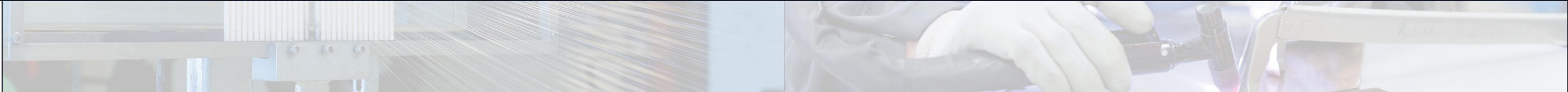
**1. Business and
employee
responsibility**

We live our motto «THE ART OF SWISS PRECISION». For this, we will create an attractive and forward-looking working environment to achieve our goals with the best employees. This requires a space free from discrimination, where everyone feels happy and respected. We believe in fair remuneration, encouraging our employees to participate in the success of the business with a voluntary profit-sharing scheme, communicating openly and directly as a solutions-focused organisation and viewing mistakes as an opportunity to improve. We support our employees through continuing education opportunities.

The business operates within the framework of these values as well as its employees. This is especially valid with respect to the specific areas of responsibility detailed below.

**2. Compliance with
laws and business
and social rules**

As a business, the BOPP Group complies with all locally applicable laws and regulations and is committed to observing the rules according to the Convention of the International Labour Organisation. Compliance is regularly audited by the management and is the essential foundation of this Code of Conduct. Furthermore, respecting universal human rights is a given for us. Employees who report breaches of the Code of Conduct or statutory provisions as a whistleblower enjoy full protection against any retaliatory measures. We extend the same expectations to our external stakeholders.



3. Discrimination and harassment

The Bopp Group will not tolerate any discrimination or harassment on the grounds of ethnic affiliation, religion, nationality, skin colour, age, disability, political beliefs, gender, sexual orientation or membership of trade unions or industrial councils.

Any employee who feels discriminated against or harassed can report this without fear to their supervisor, to the HR representative for their department or to any other member of the management team. These people are then obliged to pursue the complaint objectively together with the HR manager and take suitable countermeasures as prescribed by law but also by universally recognised fundamental human rights.

4. Child labour and forced labour

The BOPP Group has a zero-tolerance policy towards child labour and forced labour. Across the organisation, no children under 15 years old may be employed. Young people under the age of 18 can be employed within the framework of training programmes. Outside obligatory school hours, young people can be employed within the context of temporary work such as holiday jobs. Juveniles are entitled to a special duty of care. As a result, overnight working or working on night shifts is prohibited.

The BOPP Group prohibition of child labour is also a condition for contracts issued to third parties, irrespective of whether this applies to products or services. We are also committed to never forcing anyone into work, or assigning contracts to third parties which will be carried out using forced labour.

5. Ethics and respect

We expect from ourselves as a business as well as our employees to demonstrate conduct which is always in accordance with principles of honesty and to behave in accordance with our business values. This applies within the Group as well as externally where employees acknowledge their identities as members of the BOPP Group.

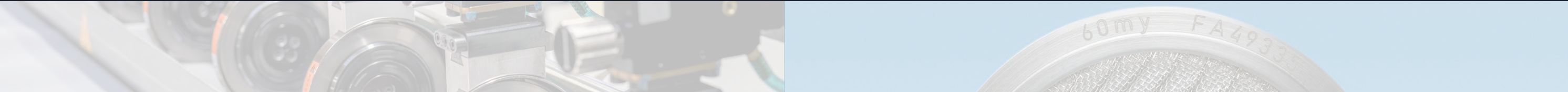
As a company operating internationally, we respect the habits and customs of other cultures and ethnicities and view this as a prerequisite when working with third parties. We only engage in business relationships with serious partners who share and observe our ethical standards.

6. Fair competition

We comply with all laws on the protection of free competition and subscribe to the free market economy. Our approach to competition is fair, open and independent. This prohibits anticompetitive dealings with all parties in the supply chain, and particularly our competitors. We convince through achievement, exceptional products and services, not by devaluing our competitors.

7. Conflict of interest

Every employee undertakes to conduct themselves in the best interests of the BOPP Group. All decisions made in the name of the BOPP Group must be independent of any personal interests. Despite this, under the auspices of work for the BOPP Group conflicts of interest may arise. We avoid external undertakings and activities which compromise our responsibilities or could damage the reputation of the organisation.





8. Corruption and bribery

BOPP Group business transactions are based exclusively on the quality and performance of our products and services. Gifts and contributions which could influence business decisions can be neither given nor accepted. Commissions and fees payable to consultants and/or representatives must be appropriate with regard to the service rendered. Agreements which benefit either employees or third parties are forbidden.

9. International business

We are internationally active as a business and respect national and international customs legislation including import and export regulations, trade sanctions and customs procedures. We comply with export/import, antiterrorist and embargo provisions to ensure the protection of the international community and the general public. We expect the same conduct from our business partners.

10. Health and safety

For us, protecting the health of our employees and visitors is fundamental. The directives imposed must at the very least comply with the standards of the local legislature but usually far exceed these.

These requirements include:

- Employees must behave in a way that ensures neither their own health and safety nor the health and safety of their work colleagues is endangered.
- The BOPP Group and its employees follow all relevant workplace laws and regulations.
- Employees comply with guidelines set out by the BOPP Group.
- Employees welcoming visitors are responsible for ensuring that they too abide by all applicable rules and regulations.
- Employees must report contraventions, accidents and incidents to the respective supervisors or to the HR department, irrespective of whether these are their own or witnessed events.

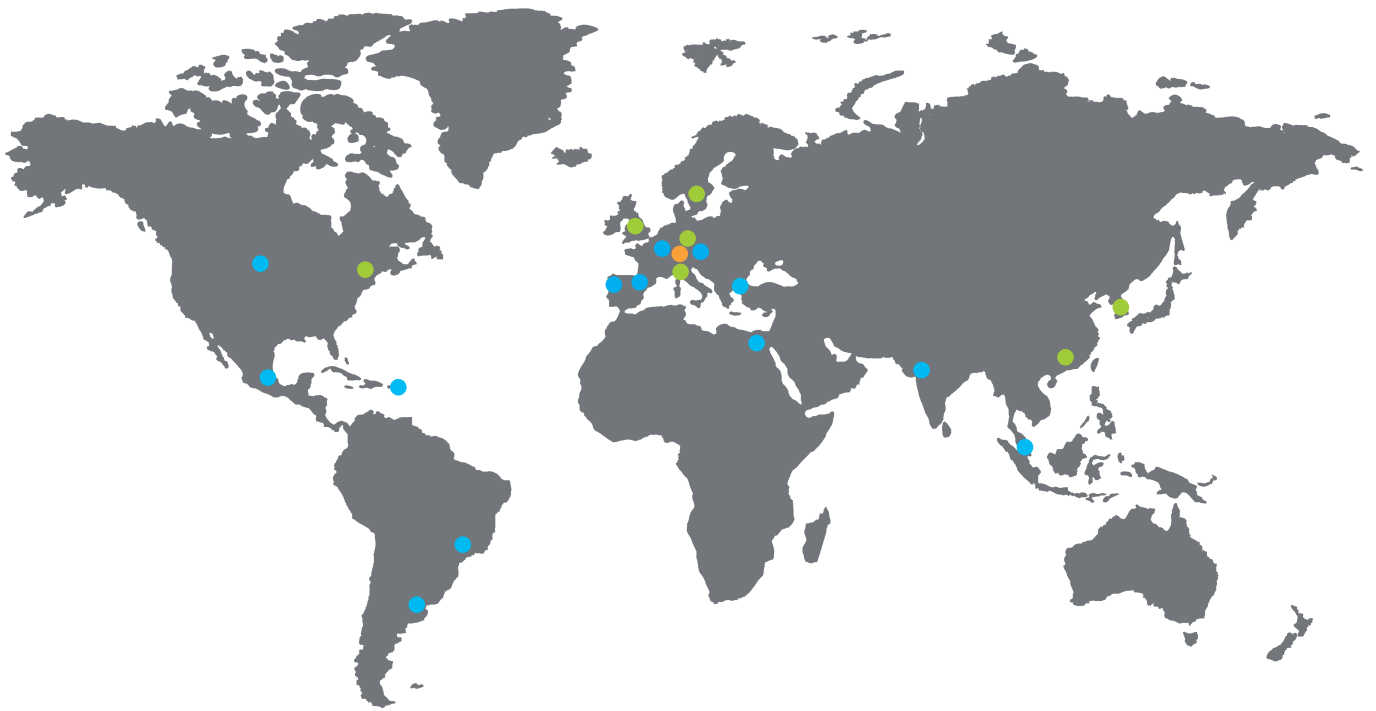
11. Environment and sustainability

The BOPP Group issues guidelines on the most considerate handling of natural resources and adheres as a minimum to the prevailing environmental legislation in the countries where we operate. Alongside complying with law, we always apply the ecologically sustainable perspective in our business processes. Our efforts are targeted at reducing emissions and waste and saving water and energy.

The raw materials we use must be traceable and in compliance with OECD guidance for responsible business practices. This means that the composition of metals must be responsibly constituted and contain no conflict minerals which originate from conflict regions and high-risk zones (Dodd-Frank Act Section 1502), and the guidelines with regard to chemical content such as the RoHS standards (EU Directive 2015/863) and REACH Regulation (EG No. 1907/2006) must be observed.

BOPP Group

Code of Conduct



- Headquarters
- Subsidiaries
- Representatives/Agents

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www.bopp.com

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