



**HALFAR**

Best of Bags.

# CODE OF CONDUCT

STRONG COMPANY.  
STRONG VALUES.





# 1 SOCIAL RESPONSIBILITY

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## 1.1 Compliance with applicable law

Halfar complies with nationally and internationally applicable regulations and laws. Care is taken to ensure that our suppliers also comply with the laws applicable where they are located.

## 1.2 Human rights

As a company, Halfar has a social responsibility and pays attention to the observance of human rights and the protection of health.

## 1.3 Health and safety

The workplaces at Halfar are set up in such a way that accidents and damage to health are avoided. Compliance with the regulations on occupational safety and the protection of health and well-being is always ensured. Employees are requested to comply with the relevant rules and regulations to the best of their knowledge and belief.

## 1.4 Freedom from discrimination and equal opportunities

Halfar promotes equal opportunities and diversity among its employees. In particular, ethnic origin, religion, nationality, sexual orientation, gender, marital status, age or disability are irrelevant. This is how Halfar creates a discrimination-free workplace for its employees.

## 1.5 Sustainability

Halfar manages raw materials and energy sustainably and makes sure that resources are used responsibly.

## 1.6 Family-friendly

At Halfar, employees should be able to combine their family life and career. We try to create the right offers to suit the situation of each employee to enable a balanced relationship between work and family.



STRONG VALUES.

# 2 CONDUCT WITH THE COMPANY

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## 2.1 Trust and respect

Halfar believes that the success of the company depends on the sum of skills and performance and thus on the commitment of all employees. Therefore, we cultivate respectful interaction with each other and hugely value the importance of respecting the rights and dignity of each individual. The tone of communication is characterised by respect, fairness and appropriate objectivity. Of course, employees comply with operational agreements and declarations that have been made.

## 2.2 Communication

At Halfar, all employees should be able to address issues openly and without reservation. Any conflicts or concerns regarding processes within the company are addressed openly and in a solution-oriented manner.

## 2.3 Handling third-party property

In their daily work, our employees have access to both company property (e.g., work equipment, company vehicles, etc.) and third-party property (e.g., samples from customers). In doing so, we trust that all employees will handle the property

responsibly and use it exclusively for its intended purpose. Damage must be reported immediately and without reservation so that it can be repaired quickly and any risks reduced.

## 2.4 Product safety

We ensure that our products and services comply with legal requirements, and in some cases even exceed them. Our products are tested for harmful substances by means of an extensive testing system. With regard to product information, we are a sincere business partner to our customers and do not make false or misleading statements.

## 2.5 Data security and confidentiality

When handling, storing and processing personal data of employees, customers, suppliers or third parties, we pay attention to the utmost care, strict confidentiality and compliance with the applicable data privacy guidelines. Company information that has not previously been made public by the management is considered confidential and must be kept secret. This agreement continues to apply after termination of the employment relationship.

## 2.6 Commercial protection rights

Halfar respects the intellectual property rights of third parties, such as design patents, utility models and patents. We ensure that our industrial property rights are not infringed.

## 2.7 Conflict of interests

In everyday business life, employees may find themselves in a conflict that mixes business and private interests. As a result, decisions are no longer made impartially in the interests of the company. If employees are affected by a conflict of interest, the direct supervisor or the management must be informed in order to find a solution as quickly as possible.

## 2.8 Gifts and benefits

Halfar employees are instructed not to be misled into making improper business decisions by gifts or other benefits. Gifts and other benefits that go beyond the usual scope should not be accepted. If in doubt, seek advice from the direct supervisor or management.

# CODE OF CONDUCT

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Dear colleagues,

Halfar System GmbH is a leading company in the development, concept design and production of promotional bags, technical bags, strap systems and additional products.

Our commercial conduct is characterised by a sense of responsibility and ethical principles. We are committed to sustainable development that takes equal account of the needs of the individual, the company and the environment. The behaviour of each individual employee makes a decisive contribution towards the image of the entire company, towards the perception of the HALFAR® brand both externally and internally, towards economic efficiency and towards the atmosphere in your individual workplace. Our employees, customers, partners and suppliers expect us to act correctly and sustainably.

We are all responsible for maintaining and protecting the good reputation of the company. The current Halfar System GmbH Code of Conduct sets out what the company, as an employer, expects from you. Halfar System GmbH attaches huge importance to a culture of mutual trust that encourages the free exchange

of opinions between all levels of the company. An open-minded working environment is crucial to our success: by maintaining an open dialogue and participating in the daily implementation of this Code of Conduct, every employee in the company can make an active contribution.

If you are in doubt about the correct conduct in business, you should seek advice. If you have any concerns about compliance with the Code of Conduct, please do not hesitate to discuss them openly with us. The management of Halfar System GmbH is committed to supporting all initiatives for successful implementation.

Please take the time to read our Code of Conduct and always be guided by it in your day-to-day work at the company. We are counting on your support!

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The document has been written in the masculine form to make it easier to read. However, this form is not intended to discriminate or exclude anyone in the company and is applied to everyone in the company. Halfar System GmbH is hereinafter referred to as Halfar.

