

Policy Statement International Social Standard SA8000

Trodat Production Srl, Lugoj Romania

Based on the recognition and observance of the Universal Declaration of Human Rights of the United Nations (UN), the principles of the International Labor Organization (ILO) and national (labor) legislation, Trodat Production Srl has committed itself to implementing and complying with the demands of the international social standard SA8000 committed.

The organization undertakes to continuously develop and improve its procedures and processes necessary for the fulfillment of the SA8000. This policy statement will be made available to all employees in the course of the SA8000 trainings as well as through notices. Furthermore, this document will be published on www.Trodat.net for all interested external parties.

The following requirements of standard SA8000 are binding for all employees of Trodat Production Srl.

Child Labor/Work Ability

- Examination of the papers of the applicants on age and origin
- No employment under 15 years
- Young workers (15-18 years) are only allowed to work outside compulsory education
- Young workers may not work longer than 6 hours / day and max. 30 hours / week
- Total school, work and travel time must not exceed 10 hours / day.
- Night work is prohibited

Forced Labor/Compulsory Labor

- No cooperation with prisons
- In the course of the application process of an employee, no identity documents are retained, neither by Trodat nor by a labor surrender
- At the end of the month, employees are paid their remuneration free of charge to their bank account. Trodat does not retain any deductions, nor does a labor surrender.
- Employees can exercise their right of termination at any time and leave the company

Health and Safety

- Collaboration with the security office SSM
- Regulations of activity tasks with SSM and participation in regular safety committee meetings
- Evaluation of the dangers and initiation of measures by the SSM Security Office, selection of the safety equipment for the employees
- Evaluation of the annual performance indicators (accidents at work, absences, sick leave) by the Social Performance Team and deduction of measures
- Organization of first aid equipment in the company and training of employees if necessary
- Every employee is trained in terms of job risks by the safety partner.
- Each employee receives recurrent training at regular intervals.
- The organization provides all workers with clean sanitary facilities, drinking water, appropriate premises for meal breaks, including possibilities to store brought food free of charge.

Freedom of Association/Collective Bargaining

- The organization releases its employees the education, election and participation in a workers' organizations.
- Collective bargaining can be conducted freely and without interference. Information material can be freely posted by employees.
- The organization guarantees that union members, workers 'representatives and other workers who engage in a workers' organization are not discriminated against, harassed, threatened or oppressed and have permanent access to their jobs.

Discrimination

- Equal opportunities and equal treatment as a basic principle in the company.
- Employees who think they are discriminated against can use the company's internal complaints procedure. Every internal complaint is reviewed by the management and the social performance team, and the case is personally discussed with the employee
- No other person than the complainant as well as the social performance team learns about the submitted complaint, in order to avoid mobbing in the colleagues.
- If the case of discrimination is confirmed, immediate measures will be initiated and monitored.

Disciplinary Proceedings

- Respectful coexistence as a fundamental corporate value - any aggressive or inhumane treatment is rejected.
- The organization neither participates nor tolerates corporal punishment, mental or psychological coercion or verbal abuse of its employees.
- Hard or inhumane treatments are prohibited in any case.

- If disciplinary measures is suspected - see complaint procedure Discrimination

Working Hours

- The organization adheres to the local legislation of the respective branch.
- Workers have at least one day off after six consecutive working days.
- Control of working hours by manager.
- One way to allow overtime in the company would be an existing collective agreement that allows for working hours including appropriate rest periods.
- The organization provides each employee free to work overtime. Any extra work is voluntary and may not exceed 12 hours per week.
- This additional work is not permanently / continuously demanded.
- Employees are employed in the form of a freely negotiated collective agreement.
- Traceable and transparent time recording system for all employees and external interested parties

Compensation

- Salaries are paid monthly to employees in their bank accounts.
- The organization pays its employees above the basic requirements (BNW-Basic Needs Wage & Overtime) of the social standard SA8000. These basic requirements have been determined and are known in the company.
- The organization provides each employee with sufficient information on the payment modalities of the wages (period, benefits) upon entry into the company.
- Trodat makes its wages and benefits legally as agreed, but under no circumstances will be late or limited or in forms such as vouchers, coupons or bill of exchange.

- The organization reimburses employees for any extra work as specified in the applicable local collective agreement.
- If no applicable collective agreement exists, the additional work will be compensated with a premium rate corresponding to the local conditions.
- The organization adheres to applicable local laws when drafting employment contracts.

Internal and External Complaints

- Complaints system is introduced in the company and known and accessible to all employees.
- The complaint form is accessible to employees at all times.
- The complaint form can be dropped into an existing box at the workplace.
- Every internal complaint is reviewed by the management and the social performance team, and the case is personally discussed with the employee.
- No other person than the complainant as well as the social performance team learns about the submitted complaint, in order to avoid bullying in the colleague.
- If the case of discrimination is confirmed, immediate measures will be initiated and monitored.
- Annual reporting
- Assessment of trends and priorities
- Initiation of measures

Managementsystem

- System of a management system in the company established and introduced
- Annual evaluation of the management system - Management review

- Development of effective and targeted measures and processes with the goal of continuous development of system performance
- Policy statement
 - is known to all employees, in the appropriate language and publicly available in the company
 - published on www.Trodat.net

Cooperation with auditors:

The company Trodat provides the auditors with all the documents needed to set up and operate the social standard SA8000. In addition, the organization grants auditors access to all divisions within the scope of the certification. The findings of the auditors do not release the company from its responsibility to ensure the fulfillment and constant compliance with the standard requirements.

Wels, 2020/01/24

A handwritten signature in blue ink, appearing to read "Dr. Almhofer", written over a horizontal line.

Dr. Norbert Almhofer, Managing Director Trodat Production Srl

A handwritten signature in blue ink, appearing to read "Mag. Rier", written over a horizontal line.

Mag. Roland Rier, Managing Director Trodat Production Srl