

**FÖRSTER**  
ETIKETTENDRUCK

Zuverlässig & Kompetent  
seit 1978



# Code of Conduct

Etikettendruck Förster GmbH & Co.KG

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Tel: 0711 / 93 49 02 - 0  
Fax: 0711 / 3 46 17 40



Berliner Straße 5-7  
D-73770 Denkendorf



[compliance@foerster-etiketten.com](mailto:compliance@foerster-etiketten.com)  
[www.foerster-etiketten.com](http://www.foerster-etiketten.com)

# ETIKETTENDRUCK FÖRSTER

## BUSINESS SUSTAINABLY AND RESPONSIBLE

We, the Förster team, consist of experienced and long-standing employees, some of whom have been on board for over 30 years. Young employees strengthen our team with ideas and modern working methods. This means we can rely on a team of over 20 well-trained specialists.

One of the cornerstones of our long-term company success and ours Continuous growth involves respect and collegial solidarity combined with conscious awareness of our social responsibility. We are committed to ecologically and socially responsible action.

As a company, we bear responsibility for the society in which we operate. We are committed to sustainable processes, environmental protection and social responsibility. Our goal is to make a positive contribution to society and long-term values to accomplish.

Our code of conduct is intended to give us orientation in our daily work and in our interactions. Everyone is responsible for their decisions and their words. At the same time, we support and help each other to meet customer requirements. It also serves as a tool to ensure trusting and productive collaboration with our customers, suppliers and other business partners.

Our basic corporate policy orientation is formulated in our policy, anchored in our management handbook and guidelines for the following code of conduct.

### **Birgit Förster**

Managing directors

Etikettendruck Förster GmbH & Co. KG

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# 1 Our company policy

## Honesty and responsibility

Honesty and responsibility are the basis of label printing Förster Corporate culture. We treat each other, our customers and suppliers fairly and comply with all applicable requirements and laws. We are honest, authentic and enthusiastic about our customers!

## Customer focus

For us, “customer orientation” means competent advice, long-term and Comprehensive support and flexibility in taking customer wishes into account. Scheduled deliveries of compliant products at a balanced rate Price/performance ratio is our claim. The use of sustainable Materials for labeling industrial products our vision.

## Profit and growth

Our corporate profit is the basis for the company’s independence, enables investments and secures the preservation of our jobs. Growth in existing and new markets contributes significantly to securing our shared future.

## Employees

“The value of a company is not determined by its buildings and machines or its banknotes. The only valuable thing about a company is the people who work for it and the spirit in which they do it.” Quote from Heinrich Nordhoff”

Our employees have the potential to implement the demands of our customer orientation. We expect and allow a high level of personal responsibility in each employee’s area of competence. Our cooperative leadership style and our mandatory code of conduct for employees support respectful interaction and promote understanding of shared values and goals. For us, equality between men and women is an important principle in the world of work and is promoted in the company. Discrimination and bullying have no place at our company!

## Our company policy |

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### **Risk**

We deal with risks in the company and develop security concepts. In particular, protecting data from cyber attacks and ensuring delivery capability.

### **Quality**

The highest product quality and the best service guarantee our success. Our quality is continuously monitored and ensured. With this policy we commit ourselves to continually improving our management system.

### **Sustainability and environment**

As a family business, we take responsibility for people and the environment. We are aware that our activities impact the environment. Therefore, it is our duty to reduce the impact on the environment within the economic framework and technical possibilities, with the aim of minimizing CO2 emissions. We conserve natural resources and promote the circular economy.

### **Social responsibility**

We adhere to internationally proclaimed human rights (ILO) and oppose corruption, including extortion and bribery. We expect our business partners to adhere to the Universal Declaration of Human Rights of the United Nations and the ILO conventions and respect the protection of these rights. The recognition of internationally recognized human rights is the basis of all business relationships.

We want long-term and trusting cooperation and lasting Contacts all people and companies that deal with us in one way or another are connected.

# 2 Our Code of Conduct

### 2.1 We comply with the law!

We are committed to working in a legally compliant and responsible manner in order to maintain trust among ourselves and our interested parties.

Each employee undertakes to strictly comply with all applicable laws and regulations in the countries in which we operate. Every employee is required to continuously inform themselves about relevant legal requirements and to ensure that their professional activities take place within the framework of the legal provisions.

If there is any legal uncertainty, we immediately contact our supervisor and ask for advice. Failure to comply with the law will be considered a serious breach of our Code of Conduct and may result in disciplinary action.

### 2.2 We treat each other with respect!

A respectful company culture leads to a positive work environment. For us, this includes a friendly greeting in the morning, we say thank you and ask for something and wish each other a nice evening after a day at work together.

We exchange ideas, opinions and concerns through open communication. This creates a motivating environment that promotes innovation and creativity. Treating people with respect makes it easier to resolve conflicts.

We should approach conflicts constructively in order to find a common solution.

We give ourselves space for different experiences, backgrounds and perspectives. Any type of discrimination, bullying or intimidation in the workplace within the company is unacceptable and must be reported to management.

### 2.3 We work safely!

Protecting the safety and health of employees is one of the central entrepreneurial obligations that we fully comply with. Our occupational health and safety standards comply with the relevant regulations. We identify potential hazards in the workplace and find measures to prevent accidents, injuries or health problems. The provision of appropriate safety equipment will be ensured.

Training and education should provide information about emergency response and safety procedures. All employees are included in the safety process in order to promote their shared responsibility for their own safety and the safety of their colleagues.

## Our Code of Conduct

### 2.4 We protect the environment!

Every employee is required to conserve resources in their workplace work. Every employee makes their contribution to meeting environmental goals.

We implement environmentally friendly production processes with low environmental impact and sustainable materials. We reduce energy consumption by using efficient technologies and use renewable energy sources within our means. When dealing with waste, we adhere to the circular economy law. It is important to avoid waste. The resulting waste is largely separated and fed into the circular economy.

In order to ensure resource-saving and sustainable work, a wide range of training and further education opportunities are offered. We want to work CO<sub>2</sub>-neutrally in the near future. We have defined this as an environmental goal and have aligned our investments accordingly.

We prefer suppliers with environmentally friendly standards, compliance and sustainable products. With our code of conduct for suppliers, we demand that they act sustainably.

Environmentally relevant disruptions must be recorded via our non-conformity report.

### 2.5 We are a team!

The reputation of Labelendruck Förster is largely shaped by the appearance, actions and behavior of each employee. We all bear responsibility for this. Inappropriate behavior by even one individual can cause us significant harm. Therefore, it is the duty of every employee when carrying out their tasks and when appearing in public to ensure that the company's reputation is not damaged, but rather that a positive image is conveyed.

We have clearly defined roles and responsibilities so that everyone knows what is expected of him or her. The most important tool in the team is an open and honest culture of communication at eye level. The team members support each other and take responsibility for their areas of responsibility. As a team, we have to react flexibly to changes and develop solutions together.

## Our Code of Conduct

### **2.6 We work under fair conditions!**

The remuneration paid in our team corresponds to the level of the economic sector and all applicable fair remuneration laws and beyond, why e.g. B. Minimum wage and overtime laws include. Punitive wage deductions are not applied. We enable an agreement on a time account in which the regulations for free time and payment of overtime are recorded.

We promote a wide variety of working time models that enable employees to combine an individual life orientation with their career.

### **2.7 You can trust us!**

We stand for integrity and honesty. We know that you can only lose trust once! Trust forms the basis for successful and long-term business relationships. That's why we act ethically and transparently. We fulfill our agreements on time and with high quality.

Should unforeseen circumstances arise that affect the fulfillment of our agreements, we will communicate proactively and transparently. We continually strive to improve our processes and operations to ensure that our organization is able to fulfill its contractual obligations to the highest degree.

We do not tolerate non-compliance with agreements as this not only violates our values, but also endangers the trust of our partners and customers. Every employee is required to contribute to compliance with these obligations and to report violations in order to protect the integrity and reputation of our company.

### **2.8 We measure ourselves against the competition!**

By analyzing the competition we learn a lot about our strengths and Weaknesses. We compare our performance and identify best practices. We recognize changes in the market early and can create our own Adjust product and service range accordingly. Benchmarking serves us as Incentive for innovation to differentiate ourselves from the competition.



## Our Code of Conduct

### **2.9 We make a positive contribution to society!**

As an owner-managed family business, we contribute to the economic stability at the location. We create jobs and enable our employees to earn a living.

We pay taxes, which in turn are used for public services such as education, healthcare, infrastructure and social programs. These tax revenues are of great importance for financing government activities.

We are involved in social projects, support non-profit organizations and help strengthen local communities and associations.

Our labels are another contribution to society. They identify products and protect against counterfeiting, confusion and the associated dangers and can contain important safety information.

### **2.10 We won't let ourselves be bought!**

Gifts, entertainment and other forms of benefits can affect trust and potentially lead to conflicts of interest. The following guidelines apply to handling gifts:

We consider all forms of tangible or intangible benefits that can be offered to our employees by external parties to be gifts. We do not accept gifts worth more than thirty euros.

It is everyone's duty to refuse inappropriate or excessively expensive gifts, to ensure that our actions are always consistent with our ethical principles.

Violations of these policies will result in disciplinary action.

### **2.11 We are data protection officers!**

We have implemented clear privacy policies and procedures. These policies are understood by all employees and are taken into account in all business activities.

We respect intellectual property rights. Technology and know-how transfer must be done in a way that protects intellectual property rights and customer information.

Risk assessments and security concepts offer us IT security and protection from cyber attacks.

## Our Code of Conduct

### 2.12 When we reach our limits!

According to the Whistleblower Protection Act (HinSchG), violations of laws, regulations or fundamental ethical rights can be sent to the following email address or Make contact:

Ministerium für Umwelt, Klima und Energiewirtschaft Baden-Württemberg  
Kernerplatz 9  
70182 Stuttgart  
„Whistleblowing-Stelle/Vertraulich“  
Telefon: +49 711 126-1355  
Telefax: +49 711 126-2881  
poststelle@um.bwl.de

## 3 Closing words

We have anchored our understanding of sustainability in this code of conduct. Social, ecological and economic aspects shape our behavior at Labelendruck Förster today and should make us aware of our responsibility and obligation for the future in society.



## Durability for decades

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