



making your vision a reality

# Code of Conduct



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# Introduction

ARIAN is committed to fair and responsible treatment of employees, compliance with all laws, as well as social and ethical standards and sustainable use of resources and the environment in its business activities.

In order to implement these values throughout the entire supply chain, this Code of Conduct governs the minimum requirements to be met by all ARIAN Suppliers/involved parties with regard to the protection of employees, compliance with legal and regulatory provisions, ethical principles in business life and the protection of the environment.

The right page features a photograph of a modern, multi-story office building with a curved facade. The 'arian' logo is prominently displayed on the building's exterior. The foreground shows a well-maintained lawn with several small, rounded shrubs. The entire right page has a yellowish-orange tint.

All employees, suppliers and subcontractors who supply goods or materials or provide services to or on behalf of ARIAN must comply with this Code of Conduct and all applicable legal and regulatory requirements. The Supplier is responsible for ensuring that the obligations arising from this Code of Conduct are also transferred to any subcontractors engaged by it.

# Our Values



## Genuine

Trusted,  
Authenticity,  
Collaborate, Act  
with Integrity,  
Mutual respect,  
Honesty, Loyalty

We are authentic  
& true to our  
word and  
ourselves, always  
collaborating &  
delivering our  
clients needs.



## Energetic

Fun, Motivated,  
Creativity,  
Positivity,  
Dynamic,  
Team spirited,  
Passionate

We come to  
work each day  
with enthusiasm  
and drive to  
succeed and learn  
something new.



## Brave

Powerful,  
Ambitious, Drive,  
Transformative,  
Creative,  
Open minded,  
Determined

We push  
boundaries,  
challenge  
ourselves and  
others to do more,  
inspiring all the  
way!



## Kind

Compassionate,  
Caring, Likeable,  
Approachable,  
Helpful, Patient,  
Selfless,  
Courteous

We are aware of  
the challenges  
faced within  
the community  
and society and  
endeavor to help  
drive solutions.



## Socially Conscious

Aware of the the  
challenges Con-  
siderate, Humane,  
Care about the  
planet, people  
and surrounding

We are  
considerate to  
everything and  
everyone around  
us.



# Our Values - Behaviours



## Genuine

We are trusted individuals that care

Available for each other

Act as a team

Act with integrity in dealing with colleagues and clients

Respectful & reliable

Not afraid to ask questions and say no



## Energetic

We bring energy and excitement in all that we do

We are always looking for the next new thing

We are passionate about what we do and the team

We have fun together

Think creatively and innovatively



## Brave

Be forever curious

We are invested

Always looking for a better way

Resilience

Focused – have a goal and go for it!

Empower others to achieve more

Confidence to inspire



## Kind

We are aware of our surroundings

We want to support the future

We practice what we preach

We aim to live sustainable lives

We care about each other



## Socially Conscious

We consider others' opinions

We lend a hand

We never let a colleague down

We pro-actively & chose to do good work in our communities

We value our work family and treat as we wish to be treated

# The diversity of our team makes us special

We are all different from one another. The diversity in our team distinguishes us: it is our differences that help make ARIAN the business that we are. We embrace uniqueness and believe that fresh ideas and creativity are born from different minds, opinions and point of views, encouraging open conversation and thinking. We do not tolerate any kind of discrimination.

Inspired by our passion and our personal commitment, we have the courage to break new ground together, a vision that can be felt and seen throughout our business.

# Corporate Behaviour

Corporate Behaviour is concerned with corporate behavior/culture. This can be understood as a kind of code of conduct. It is about the behavior of employees towards each other and towards customers.

Below you can find a summary of many related terms to consider:

## **Order and cleanliness**

Tidy communal areas

Listening

Together

## **Organised workplace**

Punctuality

## **Willingness to help**

**Let everyone speak**

Friendly greetings

Courteous and professional communication



# Corporate Social Responsibility

CSR is “the responsibility of companies for their impact on society”. Companies (no matter how big they are) are responsible for the impact of their activities. CSR requires companies to act in a way that goes beyond legal requirements to take responsibility for environmental, economic and social sustainability in society.

## Demand for all employees

- Equal, fair treatment
- Opportunity to complain
- No discrimination
- Freedom of association
- No harassment or abuse

## Clear definition of an operational organization, e.g. for:

- Working hours, recording of working hours, dealing with overtime
- Remuneration and timely payment
- Hiring of employees (no child labor)

## No corruption

- No gift acceptance
- No price fixing
- Fair, free competition

## Employee protection

- Fire protection
- Ensuring safe escape
- Protection of health and prevention of accidents
- No child labour



# Labour and Human Rights

## No Forced Labour

There is no forced, bonded or involuntary prison labour. Employees must have their personal identification documents, freedom of movement and the right to terminate their employment in compliance with the legal notice term.

## No Child Labour

There must be no child labour in any form. Compliance with the national legal provisions regarding the minimum legal working age of employees and children's rights is mandatory. Children are not allowed to perform hazardous work or night work. Any potential or confirmed case of child labour is immediately reported to ARIAN.

## No Discrimination

There is no discrimination of employees or candidates on grounds of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, marital status, pregnancy, disability, union membership or political affiliation.

## Fair Wages

All employees will be paid at least the minimum wage stipulated by law or applicable collective agreement. All employees must be provided with written and understandable information about the conditions of their employment, in particular of their wages. Wages are paid on time and at least on a monthly basis. Employees are provided with understandable pay slips.

# Labour and Human Rights

## Working Hours

Compliance with the national laws and applicable collective agreements in relation to working hours, resting periods and holidays is mandatory. Employees shall not be required to work more than 60 hours per week including overtime work unless permitted by law or applicable collective agreement in exceptional circumstances. Employees must be provided with at least 1 day off in every 7 day period.

## Working Conditions

Compliance with applicable regulations on workplace health and safety and provision of a safe, clean, hygienic and well maintained working environment with adequate light, ventilation and heating is mandatory. Adequate policies and procedures must be implemented to prevent accidents and injuries in the course of work.

Employees must receive regular and recorded health and safety training. Free access must be provided to clean toilet facilities and unlimited drinking water during working hours.

## Emergency Management

The risks of emergency situations are evaluated and appropriate emergency routines are in place, including emergency routes and emergency exits. First aid materials and fire extinguishers are provided in sufficient quantity. Emergency drills take place and are recorded.

## Freedom of Association

All employees are free to join or form trade unions and to engage in collective bargaining without fear of discrimination.



# Legal Compliance and Business Ethics

## Legal Compliance

Compliance with all applicable laws, regulations and permits in all locations where business is conducted is mandatory.

## No Bribery or Corruption

It is prohibited to offer or promise, directly or indirectly, money or other benefits that could be interpreted as improper influence, favour or undue advantage.

## Conflict of Interests

Any circumstance where personal interests compete or appear to compete with the ability to make an independent decision must be reported.

## Ethical Due Dilligence

ARIAN shall apply appropriate measures to identify, assess, understand and document Compliance Risks before ARIAN is entering into a contractual relationship with the Business Partner. The scope and depth of the Ethical Due Dilligence (EDD) shall be proportionate to the level of risk identified or assumed in respect of a Business Partner and shall be broadened or deepened in cases of increased risk.

ARIAN shall take appropriate measures, reflecting the level and type of risks identified, to ensure that risks are managed, monitored and appropriately mitigated.

The frequency and scope of monitoring of Business Partners in ongoing contractual relationships shall correspond to the level of risk identified.

# Environmental Protection

All applicable laws and regulations regarding the protection and preservation of the environment shall be complied with.

All necessary environmental permits, approvals and registrations must be obtained and maintained.

Programmes for the evaluation and efficient use and saving of energy, water and raw materials are to be implemented.

Waste must be stored, handled, transported and disposed in a way that protects the health and safety of the employees and the environment and in compliance with local laws.

Severe environmental pollution must be avoided and any case of severe environmental pollution has to be immediately reported to ARIAN.



# Audits

In order to guarantee the supplier's compliance with the provisions of this Code of Conduct, ARIAN reserves the right, either directly or through a third party, to conduct audits at the production sites and offices of the supplier and to request documentation considered necessary.

The supplier shall provide all necessary assistance, documentation and information to facilitate the audit activities.

The supplier must undertake to improve and correct any encountered non-conformity for the future.

In case of a serious or repeated breach of this Code of Conduct, ARIAN reserves the right to end the business relationship with the supplier at any time and to claim compensation for damages caused by the breach.

# Whistleblowing

The ARIAN GROUP (ARIAN Group GmbH and all companies affiliated in the group) stands for integrity and responsible conduct and strict compliance with laws and regulations is an essential part of our corporate culture.

For this purpose, a reporting channel is set up which enables violations to be reported - anonymously if desired. To do this, follow the link:

<https://arian.integrityline.com/setup>

## What is a whistleblower?

A whistleblower, uncoverer or revelator is a person who has published information that is important to the public from a secret or protected context.

## What notices / violations does this include?

Basically, only violations should be reported that violate the applicable laws and regulations (Union and national law) as well as all guidelines and policies of the ARIAN GROUP. This applies in particular (no claim to completeness):

- Procurement (avoidance of corruption, bribery, money laundering)
- Product safety (use of unapproved or hazardous substances)
- Environmental protection (disposal of hazardous waste in the sewer system)
- Personal data (transfer of documents, photos, etc. to any parties)
- Criminal offenses (arson, theft)
- Violation of ARIAN GROUP guidelines (data protection)
- Business secrets (chatting with external persons)
- Discrimination, sexual harassment or bullying.



# Acceptance and Commitment

By signing this Code of Conduct, the supplier confirms:

- to have received, examined, understood and accepted this Code of Conduct;
- to observe all provisions of the Code of Conduct;
- in case of non-conformity, to implement the necessary corrective actions and to report any suspected or confirmed breach of this Code of Conduct to ARIAN;
- to bring this Code of Conduct to the attention of its employees, subcontractors and all other third parties that are involved in the business relationship between the supplier and ARIAN in an appropriate and demonstrable manner.

# Definitions

**Employee** means any person performing work full-time or part-time for the supplier. This includes salaried employees as well as all kind of workers.

**Supplier** means the company signing this Code of Conduct, who is supplying goods, or materials or providing services to ARIAN whether for its own use or for the benefit of ARIAN customers.

**Subcontractor** means any entity or individual engaged by the supplier whose goods, services or materials are part of the ARIAN value chain.



By signing the provided form, you declare that you will ensure and continuously review the measures listed in this document in your company. This includes sharing the information with relevant employees and subcontractors.

If you have any further questions, please contact:

**ARIAN GmbH**

Julia Kollegger

Chief Administrative Officer

[office@arian.com](mailto:office@arian.com)

+43 (0) 3112 3171-0

DANKE THANK YOU GRACIAS  
MERCİ GRAZIE DZIĘKUJĘ  
BEDANKT KÖSZÖNÖM TACK



[www.arian.com](http://www.arian.com)

[at.linkedin.com/company/arian-gmbh](https://at.linkedin.com/company/arian-gmbh)

Wünschendorf 160, 8200 Gleisdorf, Austria

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