

# Code of Conduct



## 1. Introduction & Scope

This Code of Conduct applies to all employees, managers, and the leadership of Roltex nv, including its suppliers and partners. It forms the foundation of our ethical behavior and outlines the expectations in our daily operations.

## 2. Our Mission & Values

Roltex is committed to sustainable growth with respect for people and the environment. Our actions are guided by the following core values:

- **Integrity** – Acting honestly and ethically
- **Respect** – Valuing people and diversity
- **Transparency** – Clear and open communication
- **Responsibility** – Care for people, environment, and society
- **Safety** – Ensuring protection for everyone in our organization

## 3. Compliance & Legislation

Roltex and its employees comply with all applicable national, European, and international laws and regulations. We take our social responsibility seriously, including environmental and safety standards.

## 4. Human Rights & Fair Labour Practices

Our policy is based on international human rights and labor standards:

- No use or support of child labor or forced labor – neither within our organization nor among our suppliers.
- Guarantee of freedom of association and collective bargaining.
- Fair wages, benefits, and working hours in accordance with national legislation.

## 5. Diversity, Equality & Inclusion

We are committed to an inclusive culture:

- Equal opportunities in recruitment, promotion, and development, without discrimination based on age, gender, ethnicity, religion, sexual orientation, disability, marital status, or any other aspect of diversity.
- Zero tolerance for harassment, intimidation (including sexual harassment), or racism.

## 6. Health & Safety

Roltex places great importance on a safe and healthy working environment for all its employees. We aim to prevent accidents, health issues, and psychosocial risks through an active and preventive policy.

- We strictly comply with all applicable safety and welfare regulations as defined by Belgian occupational legislation.
- We collaborate with a certified **External Service for Prevention and Protection at Work (EDPBW)**, which advises and supports us with risk assessments, prevention actions, occupational medical consultations, and incident follow-up.
- The **HR Manager** is responsible for the day-to-day follow-up of the prevention policy, in close cooperation with the internal prevention advisor and the EDPBW.
- **Quarterly wellbeing meetings** are organized (covering occupational safety, ergonomics, health, and psychosocial wellbeing), involving employees from different departments. During these meetings, employees' feedback and suggestions are collected to inform and shape policy based on practical experience. Every employee is expected to take an active role in maintaining a safe work environment, for themselves and their colleagues.
- Roltex provides the necessary infrastructure: sufficient emergency exits, fire extinguishing equipment, first aid kits, ventilation, clean sanitary facilities, and access to drinking water.
- Where required, **personal protective equipment (PPE)** is provided, and its correct usage is monitored.

## 7. Integrity & Transparency

- All decisions are made honestly, objectively, and without conflicts of interest.
- Gifts, compensation, or entertainment from third parties are only accepted if they comply with internal policy (transparent, proportionate, and appropriate to the business relationship).
- Any appearance of bribery or conflict of interest must be avoided and reported.

## 8. Protection of Business Information & Data

- Confidential and personal data of employees, customers, and suppliers is handled securely and in compliance with **GDPR**.
- Company assets (such as vehicles, ICT systems, and machines) must be used properly and responsibly.

## 9. Environment & Sustainability

We are committed to responsible business practices and aim for continuous improvement in reducing our ecological footprint.

- We are actively working on the **electrification of our vehicle fleet and machinery** wherever possible.
- The **electricity we use is generated locally by solar panels** installed on our company buildings.
- The paper used in our trays is **FSC-certified**, sourced from responsibly managed forests.
- We aim for **efficient use of resources**, reducing waste through recycling, reuse, and conscious purchasing.
- We prioritize **sustainable materials and suppliers** who share our vision of environmental responsibility.
- Roltex is **actively researching innovative ecological raw materials** for use in product development.

## 10. Reporting & Monitoring

- Any violation of this Code of Conduct must be reported to the HR manager or a supervisor. All reports will be handled confidentially.
- Compliance is monitored through internal audits, as described in our quality manual, and will be adjusted where necessary.
- In case of proven violations, appropriate disciplinary measures will be taken, ranging from a warning to dismissal, depending on the severity. In serious cases, legal action may follow.

## 11. Training & Communication

- Regular training and awareness sessions are organized on topics such as integrity, safety, psychosocial risks, environmental care, and data protection.
- This Code of Conduct is available on our website for all employees and new team members.

## 12. Signature & Accountability

This version of the Code of Conduct has been approved by the Board of Directors and the Executive Committee of Roltex nv – Erembodegem site.

**Peter Wall**

*Owner – Chairman of the Board*

Signature :

Date :