

code of conduct

annex – responsible work environment

further explanation

health and safety

Aalberts strives for an accident free, secure and healthy working environment for all its employees and expects you to do your utmost best to ensure the same. Safety is especially important in our manufacturing locations, which are subject to workplace safety regulations. You must follow all applicable safety rules or instructions for the facility where you work and promptly report all accidents, near misses, potential hazards and environmental concerns to your manager. You may never put yourself or anyone else at risk of your health or safety, even if you think that such would make the work more efficient. Further, we will not tolerate any level of violence or the threat of violence in the workplace.

no child labour

Aalberts abides by applicable legislation and regulations on child and adolescent labour, and shall strictly refrain from employing children under the minimum years of age.

no harassment and discrimination

Aalberts does not tolerate harassment of any kind, including on the grounds of race, colour, religion, gender, sexual orientation, national origin, age, disability or any other type of behaviour that is hostile, disrespectful, abusive and/or humiliating. Harassment or discrimination can take many forms, such as verbal, visual or physical. Such conduct will not be tolerated. Employment with Aalberts is based solely upon individual merit and qualifications directly related to your job. If you or a colleague are being harassed or discriminated, you should immediately report the incident to your manager.

equal opportunity

To be a leader in our business, we must be flexible, innovative, and creative and have an ability to accommodate other people's points of view. Aalberts strives to equal opportunities for its employees, including the recruitment, promotion, compensation, training and development. We expect our managers to exercise leadership in this field by role modelling appropriate behaviour.

no drugs or alcohol

Aalberts will not tolerate any use of alcohol or drugs during working hours or even outside working hours when such use has an influence on your performance during working hours.

examples

example 1: An employee displays a screen saver with a cartoon that contains a harsh statement about Muslims. Such display will be seen as discriminatory and will not be tolerated. Be aware to act respectfully against any religion practised by your colleagues.

example 2: An employee notices that the breath of his colleague regularly smells of alcohol. The employee tries to discuss this with his colleague, but he is not successful. The employee should go to his manager, since drinking could severely influence the functioning of his colleague and could, as a consequence, damage himself and other employees.

Q&A

question 1: I suspect that one of our machines has an inadequate button, which could potentially be very dangerous. My manager does not want to initiate a replacement procedure because such procedure might put our weekly targets at risk. What should I do?

answer 1: If your manager does not take the appropriate actions, report this immediately to Aalberts. Prevention of dangerous conditions will always prevail over meeting targets.

question 2: My male colleague regularly makes sexual orientated comments on my appearance. I feel highly uncomfortable working with this colleague. What should I do?

answer 2: First, discuss this situation with your manager. If your manager refuses to help you, report this situation to Aalberts by using the contact form on the website www.aalberts.com. This form can also be used anonymously.