

# **ZEITRAUM**

## **CODE OF CONDUCT**

**WE SUPPORT**



## **MISSION STATEMENT**

ZEITRAUM is located in the Bavarian alps. This region has always been strongly characterized by the respectful use of natural resources and the pursuit of perfect craftsmanship. With this in mind, the company was founded in 1990 under the premise that quality, design and sustainability always go hand in hand. Right from the start, the goal was to produce furniture that do justice to the valuable raw material wood. ZEITRAUM furniture is designed to fulfill its function over generations and be in harmony with nature. The contribution to a world worth living in has always been a fundamental part of our strategy and sustainability has always been our DNA.

Our design language is deliberately pure and unobtrusive. The timeless design of our furniture does not follow any trend, it is restrained and should inspire even after decades through the beauty of the material. The manufacturing process is oriented towards our demand for natural material honesty and durability. Thanks to separable constructions and the use of high-quality raw materials, ZEITRAUM furniture is repairable and lasts for generations. In the precise implementation of the designs, which are nevertheless very sophisticated in their simplicity, the processing of the materials is our top priority.

ZEITRAUM focuses on local production, long partnerships and fair cooperation. We are aware of our social responsibility and would like to promote traditional craftsmanship in our region. In doing so, our focus is always on a responsible approach to people and nature. We practice open communication with our stakeholders and include them in our decision making process. In pursuing this goal, we are strongly aligned with the "17 goals for sustainable development" of the United Nations. They serve as long-term guidelines for all processes in our company and help us to continuously increase the quality of our products against this background. They also provide us with a framework for fair treatment of our employees and for creating a constructive, safe and healthy working environment.

## **ACTING SUSTAINABLY TOGETHER**

We aim to contribute to the sustainable development of the economy. In order to do this together with our partners, we need defined behavior patterns and values that create the basis for a good working environment. The following Code of Conduct helps us to make the right decisions and have a positive collective impact. As part of our commitment to sustainable and responsible business practices, ZEITRAUM has embedded the Ten Principles of the United Nations Global Compact into strategies and operations, and committed to respecting human and labour rights, safeguarding the environment, and working against corruption in all its forms.

In order to ensure that all processes comply with our values, we would like to ask you to read and sign the following contents of our Code of Conduct. By signing our Code of Conduct you commit yourself to act according to the following contents.

The contents are based on the "17 Goals for Sustainable Development", the ten principles of the UN Global Compact, the principles of the Universal Declaration of Human Rights of the United Nations, the principles of the ILO (International Labour Organisation) and our internal mission statement.

## **THE TEN PRINCIPLES OF THE UN GLOBAL COMPACT<sup>1</sup>**

- 1.** Businesses should support and respect the protection of internationally proclaimed human rights.
- 2.** Businesses should ensure that they are not complicit in human rights abuses.
- 3.** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.
- 4.** Businesses should work for the elimination of all forms of forced and compulsory labour.
- 5.** Businesses should support the abolition of child labour.
- 6.** Businesses should work to eliminate discrimination in respect of employment and occupation.
- 7.** Businesses should support a precautionary approach to environmental challenges.
- 8.** Businesses should take initiatives to promote greater environmental responsibility.
- 9.** Businesses should encourage the development and diffusion of environmentally friendly technologies.
- 10.** Businesses should work against all forms of corruption, including extortion and bribery.

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<sup>1</sup>UNGC 2020:

The ten principles of the UN Global Compact,  
[www.globalcompact.de/en/](http://www.globalcompact.de/en/), 2020

## “17 SUSTAINABLE DEVELOPMENT GOALS”

The “17 Goals for Sustainable Development” were adopted on 25th of September 2015 at the UN Sustainability Summit of Heads of State and Government and have since then had a major impact on international political decisions (cf. BMU,2020)<sup>2</sup>.

For ZEITRAUM they form the basis for product development, decision-making and process design.



Figure A: The 17 Sustainable Development Goals (SDG's)<sup>3</sup>

<sup>2</sup> BMU 2020:

The 2030 Agenda for Sustainable Development,  
17 objectives for sustainable development, 2020

<sup>3</sup>United Nations 2019:

Communication material,  
17 objectives for sustainable development, Icons, 2019

## **PARTNERSHIPS**

A reliable partner and excellent raw materials are the essential components for high-quality products. The ambition to build long-term relationships is based on mutual support and dedication to common goals: Quality, environmental friendliness, transparency and responsible product development. For this reason, ZEITRAUM relies on a few companies that meet the highest standards of sustainability in their fields of expertise and work in complete transparency. Close cooperation and short communication channels promote the innovative ability of the entire team and constantly lead to creative solutions.

Thanks to close cooperation with long-standing partners, ZEITRAUM can safely implement environmental and social standards. We see working with suppliers and manufacturers as a continuous development and coordination process. This enables us to constantly achieve environmental goals and launch product innovations.

# CODE OF CONDUCT – OVERVIEW OF CONTENTS



## ETHICS

**Taking social responsibility means acting ethically and with integrity.**

**Our ethical requirements include the following topics:**

<b>Conflict materials</b>	Our suppliers and manufacturers must ensure that no materials or products are delivered/processed that contain products whose raw materials originates from a conflict region where they directly or indirectly contribute to the financing or support of criminal groups or cause or encourage human rights violations.
<b>Creating an open communication policy</b>	Our suppliers and manufacturers are committed to give their employees the opportunity to report unlawful conduct without any restrictions. All reports shall be treated in strict confidence and appropriate countermeasures shall be taken if necessary. If the unlawful conduct directly affects ZEITRAUM, the company is obliged to inform ZEITRAUM of the irregularities.
<b>Data protection</b>	Our suppliers and manufacturers agree to manage all data appropriately and to protect it against unauthorised access and use. Unauthorised disclosure of any data without the consent of ZEITRAUM is not permitted. Personal data will always be stored securely and managed in accordance with the applicable data protection laws.
<b>Fair competition</b>	Our suppliers and manufacturers are committed to act fairly in competition and to respect the applicable antitrust laws.
<b>Integrity in business transactions</b>	Our suppliers and manufacturers are committed to stand up against corruption, extortion, embezzlement and money laundering in any form.
<b>International trade controls and trade law</b>	Our suppliers and manufacturers commit themselves to act in accordance with applicable commercial law and to comply with the corresponding export control regulations.
<b>Preserve confidential information and intellectual property</b>	Our suppliers and manufacturers commit themselves to treat information of any kind as confidential and to use it in an appropriate manner. Intellectual property is respected and not abused in any way.



## DEALING WITH PEOPLE<sup>4</sup>

**Our suppliers and manufacturers are committed to respect universal human rights and to treat their employees fairly and respectfully. Our corresponding requirements include the following topics:**

Equality and Diversity	Our suppliers and manufacturers are committed to treat all employees equally. Discrimination of any kind will be dealt with decisively and appropriately. Discrimination on the basis of age, disability, ethnic origin, marital status, gender, gender expression, gender identity, genetic information, national origin, physical characteristics, political affiliation, pregnancy, religion, social origin, sexual orientation, membership of a trade union or any other legitimate criteria is unacceptable. It must also be ensured that any form of harassment of employees is excluded.
Fairness	Our suppliers and manufacturers must ensure that all employees are treated fairly and that any form of physical or mental harm is excluded. Furthermore, all applicable employee rights are respected and complied with.
Free choice of work	Our suppliers and manufacturers avoid any form of forced labour. It is also unacceptable to retain personal property, passports, wages, training certificates, wages, work or other documents for inappropriate reasons.
Freedom of Association	Our suppliers and manufacturers must respect freedom of association and the effective recognition of the right to collective negotiations. Employees who are involved as employee representatives are not disadvantaged in any way and are free to carry out their duties without restriction.

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<sup>4</sup>IAO 2020: Core Labour Standards,  
[www.ilo.org/global/standards/lang-en/index.htm](http://www.ilo.org/global/standards/lang-en/index.htm)

<b>Local responsibility</b>	Our suppliers and manufacturers take responsibility towards the local population. They ensure safe and healthy working conditions and make efforts to create jobs, provide training, further education and infrastructure development at local level.
<b>Preventing child labour</b>	Our suppliers and manufacturers avoid any form of child labour. The definition of child labour is based on the applicable core labour standards of the International Labour Organisation (ILO).
<b>Salary, working time arrangements and other benefits</b>	Our suppliers and manufacturers work in accordance with the applicable ILO standards with regard to the specified working hours. Remuneration must be paid regularly, punctually and in full. Remuneration must be at least equal to the applicable minimum wage. It is recommended that suppliers and manufacturers provide their employees with appropriate and regular training as well as further education.

## **SAFETY, HEALTH AND ENVIRONMENTAL PROTECTION**

**Our suppliers and manufacturers are committed to structure the entire value chain and their products and services in such a way that neither the environment nor people are harmed.**

**Emissions  
and waste**

Our suppliers and manufacturers commit themselves to comply with all applicable regulations for the disposal, handling, storage, recycling and transport of waste, exhaust gases and waste water. Processes which may have a negative impact on humans or nature must be handled in accordance with regulations and regularly controlled. The aim must be to successively reduce all emissions and waste.

**Healthy and  
safe workplace**

Our suppliers and manufacturers protect their employees from chemical, biological and physical hazards. Ergonomics, ventilation, lighting, sanitary facilities and the temperature of the workplace and the company's internal infrastructure are such that employees can carry out their work without restriction. Necessary protective measures have been taken and are regularly monitored. Appropriate protective clothing is provided to all employees in an appropriate form and free of charge. Employees are informed about possible risks and, if necessary, appropriate training is provided to prevent accidents.

**Natural resource  
management and  
climate protection**

Our suppliers and manufacturers are committed to use natural resources sustainably. As a matter of principle, they act in accordance with the principles of sustainable development. Climate protection is an important criterion in any decision making process. The aim is to achieve continuous ecological optimisation of all processes and products. Their added value should correspond as far as possible to the basic principles of the circular economy in order to successively reduce the consumption of valuable resources (avoidance, reuse, repair, recycling, downcycling, etc. of products).

<b>Process Safety</b>	Our suppliers and manufacturers commit themselves to comply with all necessary and applicable safety standards with regard to their processes. Employees are informed about possible risks and, if necessary, appropriate training is provided to prevent accidents.
<b>Product Safety</b>	Our suppliers and manufacturers commit themselves to comply with all applicable product safety regulations. All products are properly labelled and safety relevant information is provided on all hazardous substances and other health and environmental aspects.

## **QUALITY**

**Our suppliers and manufacturers are committed to produce high quality and safe goods. They comply with all applicable legal requirements and regulations.**

<b>Product quality</b>	Our suppliers and manufacturers work according to recognised quality standards. The goods must always meet the agreed quality requirements of ZEITRAUM.
<b>Product reliability</b>	Our suppliers and manufacturers undertake to ensure that all goods are suitable and safe for their intended use.

## IMPLEMENTATION AND MANAGEMENT

**Our suppliers and manufacturers undertake to introduce and/or support, if necessary, appropriate measures and control systems to comply with the requirements of this Code of Conduct.**

Added value according to internationally recognised standards	Our suppliers and manufacturers undertake to act in accordance with international, national and local laws and regulations and to comply with contractual agreements and standards.
Application to the supply chain	Our suppliers and manufacturers undertake to communicate and implement the requirements of the Code of Conduct throughout the supply chain.
Compliance with the Code of Conduct	Our suppliers and manufacturers undertake to provide the necessary means to comply with the Code of Conduct.
Control	Our suppliers and manufacturers undertake to regularly monitor compliance with the requirements of the Code of Conduct and to take appropriate measures if necessary.
Transparency	Our suppliers and manufacturers commit themselves to make their sustainability efforts transparent for ZEITRAUM and are encouraged to communicate them externally (e.g. in the form of a sustainability report).

## GLOSSAR

<b>Term</b>	<b>Explanation</b>
<b>Added value</b>	A series of value-adding processes that are necessary within the framework of product manufacture. Usually this term is understood in the sense of monetary value enhancement — ZEITRAUM understands this term as ecological, social and economic value enhancement in the course of all necessary processes.
<b>Circular economy</b>	The circular economy is the counterpart of the linear economic model. In this model, raw materials are recycled, reprocessed, repaired, etc. for as long as possible. The aim is to reduce residual materials, resource consumption and waste. In the circular economy, all materials are continually fed into new processes.
<b>Conflict Resources</b>	Definition: Bonn International Center for Conversion: "Conflict resources" are natural resources whose systematic exploitation and trade in the context of a conflict can lead to the most serious human rights violations, violations of international humanitarian law or the commission of international criminal offences.
<b>Diversity</b>	Diversity in this context means the desired diversity of people. Diversity refers to the following fields: age, disability, ethnic origin, marital status, gender, gender expression, gender identity, genetic information, national origin, physical characteristics, political affiliation, pregnancy, religion, social origin, sexual orientation, trade union membership and other legal criteria, etc.
<b>Downcycling</b>	Downcycling is a form of reuse of materials. It is part of the circular economy, but the quality of the "downcycled" material decreases in the course of this process (e.g. progressive destruction of the molecular structure of plastics, shredding of fibres, etc.).

Term	Explanation										
Emission	<p>Refers to the discharge of polluting substances into the atmosphere. In this context they are greenhouse gases. These include above all water vapour (H<sub>2</sub>O), carbon dioxide (CO<sub>2</sub>) and methane.</p> <p>(<a href="http://www.bundesregierung.de/treibhauseffekt-und-emissionen">www.bundesregierung.de/treibhauseffekt-und-emissionen</a>)</p>										
ILO	International Labour Organisation										
Recycling	<p>Recycling describes a form of reuse of materials. It is part of the circular economy. The quality of the recycled material remains the same, even if the number of life cycles increases.</p>										
SDG	<p>The 17 Sustainable Development Goals (SDG) of Agenda 2030 were developed by the UN member states and are intended to contribute to economically, socially and ecologically sustainable development. In 2015, the international community adopted Agenda 2030. They are addressed to governments, civil society, the private sector and science.</p>										
Stakeholder	<p>Stakeholders are interest groups of a company. A distinction is made between internal and external stakeholders, whereby there is mutual (direct or indirect) dependence between stakeholders and the company.</p> <table border="0" data-bbox="699 1854 1404 2063"> <tr> <td data-bbox="699 1854 997 1888"><b>Internal stakeholders are, e.g.</b></td> <td data-bbox="1082 1854 1404 1888"><b>External stakeholders include</b></td> </tr> <tr> <td data-bbox="699 1904 813 1926">• Employees</td> <td data-bbox="1082 1904 1157 1926">• Banks</td> </tr> <tr> <td data-bbox="699 1948 845 1971">• Manufacturers</td> <td data-bbox="1082 1948 1189 1971">• Insurance</td> </tr> <tr> <td data-bbox="699 1993 821 2016">• Shareholder</td> <td data-bbox="1082 1993 1212 2016">• Associations</td> </tr> <tr> <td data-bbox="699 2038 782 2063">• Retailer</td> <td></td> </tr> </table>	<b>Internal stakeholders are, e.g.</b>	<b>External stakeholders include</b>	• Employees	• Banks	• Manufacturers	• Insurance	• Shareholder	• Associations	• Retailer	
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<b>Begriff</b>	<b>Erklärung</b>
<b>Supply Chain</b>	The supply chain is the entirety of the process stations through which a product or raw material passes until it reaches the last process station or the final customer.
<b>Sustainability</b>	Sustainability means dealing responsibly with the resources given to us and economising with them. Sustainability affects all fields of our life and extends in the same way to social, ecological and economic aspects. Sustainable action is characterised by the fact that future generations are not restricted by it and that the worthwhile living conditions of this earth are protected and maintained in the long term.
<b>UN Global Compact</b>	The United Nations Global Compact (UN Global Compact) is a pact concluded between companies and the UN to contribute to the social and ecological shaping of the globalised world. The participants follow ten principles for a better world and declare their efforts to comply with social and ecological minimum standards with regard to corruption, environmental hazards, human rights violations, etc. by joining the pact. On 26 July 2000, the Pact entered the operational phase for the first time.