

PARSA

Code of Conduct

PARSA Haar- und Modeartikel GmbH



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Dear Colleagues,

This Code of Conduct sets out binding standards to guide our actions and decision-making processes at PARSA. It covers conduct towards employees, customers, suppliers, authorities and our competitors. Naturally, during the course of such conduct we comply with all legal and regulatory provisions. We are also aware of our social responsibility. In addition to respect for human rights and safeguarding social standards, particularly for our suppliers in Asia, environmental protection and sustainability are thus core values for PARSA.

Our employees will actively embrace the Code of Conduct. In particular, senior management and managers must set an example here. They are responsible for ensuring that all employees are aware of the conduct requirements and that every employee acts accordingly.

All employees together contribute to ensuring that PARSA's actions are not merely economically successful, but that responsibility is taken for society and the environment at all times, and that all actions are conducted in accordance with the applicable laws and regulations.

Our thanks to each and every one of you for helping to create a positive co-existence at PARSA through your conduct.

Sinsheim, 01/07/2018



Heiko Hofer



Basic requirements



Transparent business relationships



Data, trade secrets and business assets



Social responsibility



1. Basic requirements

1.1 Compliance with current legislation

We comply with all legal and regulatory provisions locally, nationally and internationally.

1.2 Open communication

We encourage our employees to address issues openly and without fear of reprisals. Employees who raise concerns in good faith about processes or events within the company must not experience any disadvantages as a result.

1.3 Avoiding conflicts of interest

The personal interests of executives, managers and employees must not conflict with the interests of the company. Secondary employment must not be contrary to PARSA's interests.



2. Transparent business relationships

2.1 Relationships with business partners

2.1.1 Customers

Our business partners are the central and valuable connection to our consumers. The success of our customers is therefore a requirement of our own success and is thus also our direct interest. We develop customised product ranges based on market and consumer trends thereby enabling our business partners to stand out and offer maximum added value.

2.1.2 Suppliers

Fair relationships with our suppliers based on trust are extremely important to us. When creating our product ranges, we collaborate with manufacturers selected based on strict criteria. New suppliers are selected following detailed assessment in accordance with our supplier strategy. Ongoing supplier evaluation based on a comprehensive scorecard ensures that the high quality of our suppliers and products is maintained in the long term. Our suppliers are contractually obliged to comply with high social standards and production in accordance with our own strict quality requirements.

2.1.3 Authorities

We maintain a proper and legally compliant relationship with all government and supervisory authorities. When dealing with authorities, we act transparently and in compliance with current legislation at all times.

2.1.4 Competition

We engage in fair competition in all business relationships. We ensure that no anti-competitive agreements regarding prices, market sharing or territory division are concluded with competitors, customers or suppliers. Corporate decisions will be made independently and without exchanging information with competitors. We do not distribute false information about competitors' products and services or seek competitive advantages in any other unfair or improper manner.

2.2 Preventing corruption and bribery

We condemn any form of corruption and bribery. Gifts aimed at promoting the business relationship or presenting products or services are permitted in moderation. Such gifts must only be accepted or granted however where they serve a legitimate business purpose and must not be accepted or granted in return for an undue advantage. Such gratuities must not have an unreasonably high value and must not go beyond what is regarded as normal business practice or disproportionately exceed the recipient's normal standard of living. We never request a personal benefit for ourselves.



3. Data, trade secrets and business assets

3.1 Data protection

We comply with all applicable laws and regulations when collecting, storing, processing and using the personal data of employees, customers or other third parties. Each and every one of us is responsible for ensuring a high level of protection within the framework of our duties.

3.2 General secrecy

We undertake to maintain the strictest confidentiality in respect of any third parties regarding all company affairs and transactions and in particular regarding work results, working experiences, supplier names, manufacturing, production and processing procedures, special know-how and company industrial property rights. Information may only be disclosed by agreement and to authorised recipients only.

3.3 Dealing with company assets

We handle company property of any kind responsibly. This includes, among other things, products, equipment, intellectual property and other company assets.

3.4 Use and security of IT systems

We protect our systems and devices against unauthorised access, unauthorised use, misuse, loss and premature destruction using all suitable and appropriate technical and organisational means available. All employees are obliged to take the necessary measures (e.g. not disclosing personal passwords to third parties, not accessing or downloading dubious or inappropriate content).



4. Social responsibility

4.1 Respect

We treat one another respectfully and fairly.

4.2 Human rights

We respect the dignity and privacy rights of our employees and third parties with whom we have business relationships. We reject forced and child labour and any form of exploitation or discrimination, and ensure strict compliance with relevant legislation, including in particular at our suppliers in Asia.

4.3 Equal opportunities and non-discrimination

We treat everyone equally regardless of race, gender, ethnic origin, religion, beliefs, disability, age and sexual orientation.

4.4 Environmental protection and sustainability

Protecting the environment and the efficient use of existing energy resources are key elements of our company policy. We believe we have an obligation to minimise the ecological impact of our production and transport activities as far as technically and economically feasible. We help to reduce environmental stresses by continually improving our energy efficiency and raising awareness of environmental issues. As a family-owned company with decades of experience, we think long term in every respect. We consider sustainability a basic need and this is encompassed in all areas of our actions, e.g. in the development of FSC-certified products, the development of custom and sustainable product range concepts, or in selecting socially responsible production facilities.

4.5 Product safety

The basis of our quality management system is completely customer and consumer-focused and is reflected in a process-oriented approach with the aim of continually improving the quality of our products and processes. Clearly defined quality requirements right from the product range creation, systematic and regular quality checks by recognised, international test institutes and regular in-process checks on site guarantee optimum product quality and product safety in compliance with statutory and customer-specific quality requirements.

4.6 Occupational safety

The health and safety of our employees is taken into consideration in all of our corporate decision-making processes. The measures required to comply with occupational safety requirements are implemented systematically and are continually improved. The necessary resources for this are provided.