



# SUPPLIER SUSTAINABILITY

Requirements for supplier selection



Revision:

**January 2021**





## Introduction

In accordance with and following the Code of Ethics, Auto Fit, spol.s r.o. (hereinafter referred to as Auto Fit) has **the highest interest to maintain the highest standards of ethics in business also in cooperation with all suppliers, subcontractors and other business partners.**

Auto Fit **distances itself** from working with companies that engage in or are suspected of engaging in corruption, extortion, collusion, that practice bribery, and other illegal and immoral practices.

We want all stakeholders working with Auto Fit to have **integrity and conduct business** with similar moral and ethical standards.

**Our company's reputation is one of the most valuable assets we want to create, develop and protect.**

The management of our company reserves the right, to screen each supplier and require compliance with the principles stated in this document.

Suppliers are made aware of this document when signing a supplier contract. Interested partners can familiarize themselves with this policy of our company upon request.

Ing. Marie Ryšavá, MBA  
Managing director Auto Fit, spol. s r.o.



# **Code of conduct for business cooperation with Auto Fit**

## **Compliance with laws**

Compliance with the law is the foundation of the company's ethical standards. At all times, Auto Fit complies with all applicable laws, rules, regulations and policies. In the event of disputes or ambiguities, the company uses in-house counsel with whom it works to bring ambiguities into compliance with the law.

## **Cooperation**

Good relations not only in the workplace, but also with suppliers and all Auto Fit partners are the basis for the successful development of the company. When working with suppliers, the company carefully maintains and also requires from suppliers:

- Compliance with contractual relations
- Prevention of abuse
- Employee bribery
- Pursue the company's interests in all delivery processes
- Provide assistance for successful business and trading

When disputes arise, seek solutions constructively and responsibly, taking into account the interests of both parties.

## **Protection of the company's reputation**

Auto Fit considers the protection of its reputation to be one of its highest priorities and therefore explicitly distances itself from working with unreliable and untested suppliers.

## **Economic competitions**

Auto Fit always adheres to the rules of fair and open competition and requires the same from all its suppliers.

## Health and safety at work, ensurement

- a) **Occupational health and safety:** Suppliers must provide a safe and healthy workplace for their employees and contractors. Contractors shall comply with local and national occupational health and safety laws and regulations and shall have the required permits, licenses and authorizations granted by local and national authorities. Contractors must have documented health and safety policies and/or procedures in place along with appropriate safety infrastructure and equipment. Suppliers found to pose a moderate to high occupational health and safety risk must take action and demonstrate continuous improvement towards the implementation and use of a recognised occupational health and safety management system.
- b) **Ensurement:** Suppliers shall ensure that all necessary security measures are in place to protect their workers and their own property. In particular, suppliers are expected to have in place a crisis management policy aimed at responding to emergencies in a timely and effective manner.

## Working conditions

Suppliers must ensure fair and decent working conditions. Employees must be paid at least the minimum wage set by national legislation and benefits under social security schemes in accordance with national legislation. If there is no legal minimum wage in the country of operation, fair and decent conditions means that suppliers pay their employees taking into account the general level of wages in the country, the cost of living, social security benefits and the relative standard of living.

## Freedom of association and no retaliation

Suppliers must not interfere with employees' freedom of association. Employee representatives shall not be discriminated against or terminated in retaliation for exercising employee rights, filing grievances, participating in union activities or reporting suspected violations of the law.

### **Forced labour**

Suppliers shall not use any work that is performed under the threat of punishment, including forced overtime, human trafficking, debt bondage, prison labor, slavery or servitude. Contractors shall not withhold identification documents from migrant workers.

### **Child labour**

Contractors shall not employ children of compulsory school age. Children and people under the age of 18 or below the legal minimum age (if above 18) must never be employed.

### **Combating discrimination**

Employment decisions must be based on relevant and objective criteria. In particular (but not exclusively) suppliers must not discriminate on the grounds of age, disability, gender, sexual orientation, political or other opinion, ethnic or social origin or religion. Decisions relating to employment include, but are not limited to, hiring, promotion, dismissal and transfer of staff, training and skills development, health and safety or any policy relating to working conditions such as hours of work and pay.

### **Compliance with environmental regulations**

Suppliers must respect and comply with environmental regulatory requirements at all levels (local, national and international). They must have the required environmental permits and licenses for all their activities and promote a precautionary approach to environmental challenges.

### **Environmental Impact Management**

Suppliers shall systematically manage their environmental impacts, particularly (but not exclusively) with respect to energy, materials, climate change issues, water, waste, chemicals, air pollution and biodiversity, and set targets to reduce such impacts. Suppliers identified as having a high environmental impact shall take measures and demonstrate continuous improvement towards the



implementation and application of a recognised environmental management system.

### **Bribery and corruption - money laundering**

Suppliers must comply with all relevant anti-corruption laws and regulations and, to this end, adopt a zero-tolerance approach to any form of bribery, corruption, extortion and embezzlement. In particular, Suppliers shall not bribe or make other inducements (including commissions, rewards for expedited processing, improper gifts and hospitality, grants or subsidies) in connection with their business dealings with customers and public officials. Suppliers are expected to conduct all business dealings transparently and these dealings must be accurately reflected in their books and records. Where required on the basis of a reasonable risk assessment, suppliers are to carry out the checks on their customers required under applicable anti-money laundering legislation. Suppliers must not engage third parties to do anything that they are not allowed to do themselves.

### **Conflict of interest**

A conflict of interest is any personal or financial interest, any business or personal activity or relationship, past or present employment, or any obligation that may interfere with the ability to objectively perform the duties of the job or may impair the independence and objectivity of the entity. These conflicts of interest include personal relationships, such as blood relations or kinship by marriage, partnerships, or participation or investment in business partners or competitors. Supplier shall promptly disclose any actual or potential conflict of interest in relation to its activities with Auto Fit.

### **Transparency and integrity**

Suppliers are expected to provide relevant information and documentation on the above issues upon request, to ensure integrity and a relationship of mutual trust. While no commercially sensitive information is involved, all information that suppliers can use to demonstrate commitment to sustainable supply chain principles will be treated with discretion and confidentiality, in order to enhance opportunities for further improvements on all fronts.





## **Maintaining standard business practices related to gifts, services and other courtesies**

Gifts, services and other courtesies from our current or potential Auto Fit suppliers are acceptable only when given for legitimate business reasons. In all cases, such courtesies must be lawful and consistent with standard business practices.

## **Striving for equality and fairness in supplier relationships**

Auto Fit provides equal opportunity for suppliers to bid on and win contracts. Auto Fit's procurement practices are always consistent, respectful and confidential. In all cases, Auto Fit evaluates bids for supplier selection based on its established criteria.

## **GDPR**

In all contractual relationships, including with suppliers, Auto Fit complies with the legal provisions regarding GDPR. The responsible person for this area is Gabriela Dvorská.



## Conclusion

The Company regularly monitors compliance with this document using information obtained from management review activities and internal and external audits.

Auto Fit regularly, at least twice a year, conducts evaluations of suppliers and business partners and keeps records of these evaluations.

The two managing directors of Auto Fit, namely Ing. Marie Ryšavá, MBA and Ing. Martin Šmerda are independently authorised to decide on corrective measures and follow-up actions resulting from any breach of the rules of conduct in this document.

If an interested party has any questions, he/she should contact one of the company's managing directors:

- email: smerda@autofit.cz
- email: rysava@autofit.cz



### Headquarters:

Auto Fit, spol. s r.o., Vídeňská 296/112a, 619 00 Brno, IČ: 46345582

### Branch office:

Auto Fit, spol. s r.o., V Chotejně 700/7, 102 00 Praha 10 - Hostivař