

**REQUIREMENTS  
FOR  
SERVICE PROVIDERS/SUPPLIERS  
OF THE DELTA TRANS COMPANY GROUP  
REVISION III  
01.06.2022r**

**INTRODUCTION**

1. The term Delta Trans Group shall be understood as the following companies:
  - Delta Trans Transporte sp. z o.o. with its registered office in Świętochłowice, ul. Chorzowska 134B,
  - Delta Trans Logistik sp. z o.o. with its registered office in Świętochłowice, ul. Chorzowska 118 – 120.
2. The purpose of these requirements is to create an appropriate culture of cooperation between the Delta Trans Group and Suppliers and their environment, including their suppliers providing services to the DT Group.
3. These requirements are an obligation of suppliers and their employees to observe the highest ethical standards when conducting business and cooperating with the Delta Trans Group.
4. In case of a conflict between the requirements of the agreement/order/contract and the content of the following document, the requirements included in the agreement, order or contract shall prevail.
5. The supplier must comply with the laws of the countries in which it operates as well as the international laws affecting its business.
6. These requirements can be found on the website [www.deltatrans.pl](http://www.deltatrans.pl) – “Suppliers” tab.

**THE MOST IMPORTANT REQUIREMENTS:**

**1. . EMPLOYMENT**

1.1. Inform all employees in writing and in an easy to understand manner of the conditions of employment.

1.2 Do not use child labour or forced labour.

1.3 Respect employees' freedom of association and their right to representation in accordance with the Labour Code.

**2. WORK TIME**

2.1 Guarantee work and leisure time as required by law

2.2 Do not apply mandatory overtime.

**3. . REMUNERATION**

- 3.1 Guarantee fair wages as required by law.
- 3.2 Inform all employees clearly in writing about remuneration-related terms of employment.
- 3.3 Apply deductions from payments only in accordance with the Labour Code.
- 3.4 Do not use deductions from payments to discipline your employees.

#### **4. MUTUAL RESPECT**

4.1 The following behaviours are prohibited:

- employee discrimination for any reason,
- use of various forms of intimidation against employees,
- harassment or humiliation of employees..

Prohibition as above applies also to the recruitment process.

#### **5. OCCUPATIONAL HEALTH AND SAFETY**

5.1 Provide all employees (permanent and temporary) and co-workers with safe and hygienic working conditions, while complying with all applicable regulations.

5.2. Take action to identify and prevent health and safety hazards:

- employees (permanent and temporary),
- co-workers,
- customer employees,
- employees (permanent and temporary) of their subcontractors,
- people living in the vicinity of your workplace

5.3. Monitor dangerous events – analyse them and take corrective actions to prevent them in the future.

5.4 Employ a person in charge of OHS compliance.

5.5 Organise regular OHS training courses for all employees.

5.6. Inform us of any dangers or hazards related to health and safety concern to the services provided by you / your supplier.

#### **6. ENVIRONMENT PROTECTION AND QUALITY**

6.1 Comply with legal requirements in the field of environmental protection and monitor your impact on the surrounding environment on an ongoing basis.

6.2. Provide:

- optimization of the consumption of natural resources and energy,
- rational consumption of materials, water, gas and electricity,

- monitoring of materials, water, gas and electricity consumption,
  - reduction of own emission of pollutants into the environment,
  - rational waste management by waste segregation and recovery,
  - rational and appropriate management of the chemicals used,
- 6.3. Identify and monitor the environmental aspects of your business.
- 6.4. Take actions that have an impact on the quality of services provided, continuous quality improvement and minimizing the impact on the environment.
- 6.5 Appoint a person responsible for making sure that your company operates in accordance with environmental protection regulations.
- 6.6 Organise systematic training courses in environmental protection, work conditions and human rights as well as OHS/fire safety.
- 6.7. The Supplier is fully responsible for the quality of the products/services it provides and is accountable for compliance with the requirements within its organisation and the organisation of its suppliers.
- 6.8 Familiarize your staff/suppliers (providing services to the DT Group) with all quality and environmental requirements presented by the Delta Trans Group.
- 6.9 Inspect your material supply and production process to ensure that the product meets customer's requirements.
- 6.10 Ensure traceability of raw materials, materials necessary for the supply of products and services.
- 6.11. Inform us of any dangers or risks to environmental protection and quality related to the services you/ your supplier provide.

## **7. ANTI-CORRUPTION MEASURES**

- 7.1 Always act appropriately when dealing with customers, suppliers and consumers. Treat them fairly and with respect
- 7.2 Use services of companies that do not violate ethical standards by bribery or by granting similar illegal benefits.
- 7.3 The following activities are prohibited:
- bribery,
  - coercion or inducement,
  - influence peddling,
  - laundering of income from bribery.
- 7.4 Do not accept or give any monetary or material benefits to induce anyone to take or not to take certain actions, or for any other inappropriate purposes.
- 7.5 Prevent, detect and report cases of bribery or any other cases of corruption to the competent authorities.

## **8. PROCEDURE CONCERNING GIFTS**

8.1 Approve only of those gifts that are freely offered to an employee by a cooperating entity and which meet the following requirements:

- the benefit has no influence on the way the matter is handled,
- the benefit does not require reciprocation,
- the employee does not have to hide it,
- the benefit is an advertising, promotional (e.g. a calendar) or other item whose value does not exceed PLN 100.

8.2 The following behaviours are prohibited:

- giving or accepting money as a gift,
- giving gifts of any value to government employees or representatives,
- giving or accepting excessively expensive gifts or too often,
- giving any gifts in thanks to government employees,
- giving or accepting gifts that could influence business decisions,
- giving or accepting gifts which depend on the extent of business done,
- offering a gift which to your knowledge would violate the rules of accepting gifts at the recipient's company,
- offering or accepting offered participation in an entertainment event unrelated to the company's activities, e.g. a musical concert or a match

8.3 Always make sure that a given gift is compliant with rules adopted at the Delta Trans Group and if it violates the adopted rules, refuse to accept it and inform the giver about it.

## **9. CONFLICT OF INTEREST**

9.1. Require Employees to avoid creating potential conflicts of interest and to identify and report any conflicts they encounter.

9.2 Comply with antitrust laws.

## **10. PROTECTION AND MISUSE OF THE COMPANY'S EQUIPMENT, ASSETS AND TIME**

10.1. We prohibit the appropriation of the Delta Trans Group property for personal use or resale.

10.2 Delta Trans Group identification marks may only be used with the written approval of an authorized representative of the Delta Trans Group.

10.3 We require that the Delta Trans Group's and customers' property be protected against theft, losses, damage, misuse and destruction.

10.4 All Suppliers must ensure that intellectual property is protected against unauthorized access.

## **11. RELIABLE BUSINESS PARTNER**

11.1. Build long-term relationships with your suppliers and customers, based on fair and honest principles.

11.2 Pursue your business objectives with respect for the rights and welfare of all our customers.

11.3 You should be guided by responsibility and trust in our partnership with customers.

11.4 Make every effort to ensure responsible sourcing of materials and raw materials. Responsible sourcing and extraction of raw materials also includes consideration of environmental protection, including chemical management, as well as respect for human rights.

11.5. Avoid purchasing and using materials that have been acquired illegally or through ethically reprehensible or unreasonable activities.

11. 6 We require that the Suppliers develop, implement and apply effective methods and procedures to detect and minimise the risk of counterfeit parts and materials entering our supply chain.

If such an event is detected, we expect Suppliers to implement effective procedures to identify the product and notify the recipients of the counterfeit product.

11.7. Comply with national / international laws governing the import and export of goods, services and information, and obey applicable embargoes and sanctions.

## **12. PERSONAL DATA PROTECTION**

12.1 Process personal data in accordance with the applicable law, diligently and transparently, ensuring its adequate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage, using appropriate technical and organisational means

12.2 No actions against Employees' privacy are allowed.

12.3. Access to personal data is granted only to persons whose position and scope of duties require it. These persons are duly authorized to access as above

## **13. ADDITIONAL REQUIREMENTS FOR SUB-SUPPLIERS IN TRANSPORT**

13.1 The Supplier must have a valid and paid-up carrier's/freight forwarder's liability insurance policy with the sum insured not less than the value of the goods transported and a licence for international/national transport.

13.2 The Supplier shall inform us immediately of any delay in loading, unloading or transport, as well as of the driver's reservations regarding the quality of the goods, their quantity and packaging.

13.3 The Supplier will be charged with liquidated damages specified in the order for late arrival of a vehicle, late pick-up of the cargo or failure to pick up the cargo..

13.4 The Supplier must inform us immediately if any damage concerning realization of order is found.

13.5 The supplier undertakes to return the received documents within the time limit specified in the order.

13.6 It is forbidden to sub-contract the service / trans-ship the goods without our prior written consent. In the event of a violation of the above-mentioned provisions, we reserve the right to charge the Supplier with liquidated damages in the amount specified in the order.

## **14. REPORTING VIOLATIONS**

14.1. You could report any existing and potential non-compliance with the above-mentioned requirements:

1) by the e-mail to the address:

WYMAGANIA DLA DOSTAWCÓW USŁUG/ TOWARÓW wyd. 03 z dnia 01.06.2022 r.

- if the non-conformities concern Delta Trans Transporte sp.z o.o	<a href="mailto:nieprawidlowosciT@deltatrans.pl">nieprawidlowosciT@deltatrans.pl</a>
if the non-conformities concern Delta Trans Logistik sp. z o.o	<a href="mailto:nieprawidlowosciL@deltatrans.pl">nieprawidlowosciL@deltatrans.pl</a>

2) by phone - Organizational and legal department - 32 77 27 613

3) by letter to the company's registered office address.

14.2. Notifications as above. can be made anonymously using, for example, an external e-mail address.

14.3. Reporting an ethics violation does not have negative consequences for the reporting person (retaliation is prohibited).

14.4. During the investigation of violations, we ensure the confidentiality of the reporting entity's data.

14.5. Possible violations will be considered by the team of:

- a representative of the organizational and legal department,
- 2 representatives appointed by the Company's Management Board.

14.6 In case of doubts about proceeding in a specific situation (in terms of these requirements), it is best to contact the organizational and legal department of the DT Group.

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