

# **PSI**

## **Direkttransporte europaweit**

Willkommen - Welcome - Bienvenue!

### **P.S.I. Spedition GmbH**

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### **CODE of Conduct**

[Hier eingeben]

Erstellt: Michaela Faul	08.11.2022
Geändert: Michaela Faul	27.11.2023
Geprüft: Lukas Schmeißer	29.11.2023
Freigegeben: Werner Schiller	05.12.2023

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# 1 The Company

## 1.1 Company Profile

In 1988 the P.S.I. Spedition GmbH was founded. The aim then and now is to provide optimal service, as a complement to conventional, national and international express freight providers, as well as ethically, legally and economically impeccable actions.

Our service is provided through a comprehensive range of system services in the area of direct courier and special transport. The quality of our service, but also our own behavior towards customers, suppliers and employees, are an important part of our company's long-term market success.

Of course, we are certified according to DIN ISO 9001:2015

## 1.2 Leadership and social interaction

The P.S.I. Spedition GmbH expects from your management, executives as well as all employees that they behave in accordance with the Code of Conduct. This also applies to suppliers and subcontractors.

Basically, we follow the provisions of the ETI Base Code (most current version) and have adapted and expanded them accordingly to our circumstances.

Misconduct and violations will be dealt with within the framework of the legal provisions sanctioned, meaning deliberate misconduct will not be tolerated.

Please always consider: "Is my action legal, ethical and consistent in accordance with the company's values and rules."

In return, the P.S.I. Spedition GmbH focuses on safe and health-friendly workplaces. Compliance with laws and employee rights is considered an absolutely important prerequisite for smooth operations.

It is important to us to ensure the compatibility of family and career for our employees. That's why we always try to offer individual solutions.

## 1.3 Dealing with third Parties (suppliers, business Partners, public)

We maintain transparency with our customers, suppliers and authorities. When dealing with these partners, my decision must always be questioned and can withstand third-party scrutiny and is an example for others.

It is important to us that our partners adhere to comparable rules. Child labor or falling below the MiLo will not be tolerated.

We plan to provide 50% of our supplier self-assessment by the end of 2024 to our suppliers.

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## 1.4 Handling gifts and invitations

Can I make the decision in the interests of the company, even without it? other interests. Gifts with a value >10€, as well as invitations generally agreed with management. They must never be in context a possible order placement. Also invitations and gifts by P.S.I employees. Speditions GmbH which takes place in the course of orders is not in line with management's thinking. (see also 1.9.)

## 1.5 Allocation of donations and decisions about sponsorship

The P.S.I. Speditions GmbH supports social and environmental projects. Employees can submit corresponding suggestions.

The final decision is made by the management.

(See also [www.psi-spedition.de](http://www.psi-spedition.de) under the "ENVIRONMENTAL Commitment" tab)

## 1.6 Handling information (trade secrets, sensitive data)

Security and personnel files are treated confidentially and are only available to one accessible to a defined group of people. (Management and external payroll accounting)

Invoice and financial data must be treated with absolute confidentiality, data protection

Declarations were signed by relevant employees (e.g. accounting).

Sales data may never be passed on to third parties. Documents are just

via the "shredder" and have not lost anything in the wastebasket!!

Misconduct will be sanctioned and, if necessary, prosecuted.

Of course, in addition to the legal requirements, we pay particular attention to the right to informational self-determination and protection against abusive practices

Data processing and protecting the privacy of our employees, customers, business customers, suppliers and business partners.

## 1.7 Economic activity ( human rights, labor and social standards)

The MiLo laws are adhered to at home and abroad and, if necessary, proven. Corruption and bribery will be prosecuted.

Business decisions are made in the best interests of the company.

Compliance with all legal regulations within the scope of work is ensured.

and social rights. Employees are only hired based on their skills,

regardless of your religious, ethical or gender orientation.

Business with suppliers who are associated with child or forced labor must be stopped immediately.

Freedom of assembly and the right to collective bargaining are respected,

Union members are not discriminated against.

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## **1.8 Responsibility towards nature (environmental protection, resource consumption)**

The company pays attention when purchasing new electronic devices the energy level, recycling products should be ordered preferentially.

Also will all employees are made aware of the procedure instructions below, to conserve resources. Suggestions for improvement are always welcome. The topic of resource consumption is also used to inform employees mentioned in the respective annual report.

At least vehicles with the EURO 6 emissions standard are used. Our goal is to avoid waste and use resource-saving materials. -business. Wrapping film is only used when absolutely necessary.

## **1.9 Anti-corruption measures/ bribery**

No employee or business partner of P.S.I. Spedition GmbH has the right to give gifts to public officials – directly or indirectly – in order to promote business establish, maintain or derive other business benefits from a relationship.

No employee or business partner of P.S.I. Spedition GmbH has the right Giving gifts to people - directly or indirectly - in order to conclude possible deals, obtain confidential information or derive improper business advantages.

No employee or partner may give gifts, money or other valuable goods Accept services that are responsible for unauthorized transactions, communications, confidential information or illegal advantages are offered.

Every employee of the company is obliged to report any suspicions or legal doubts regarding the existence of corruption or economic crime Get advice or help and consult your superior or directly to take management.

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## 2.0 Whistleblower-measures

Every employee of the company is required to report any (potential or threatened) violations of laws, internal procedures and rules that they observe to report immediately.

Employees are also given the opportunity to report any kind of grievances anonymously. This affects all matters such as working conditions and occupational safety

but also violations of the AGG. Even cases of embezzlement, deliberate ones

Damage to property or similar can be reported here.

Anonymous tips can be sent via the P.S.I. Postbox in the hallway.

This is outside the office and cannot be viewed. Thus

Extensive anonymity should be guaranteed.

Please do not post notes loosely, but in a neutral envelope.

Reports are treated as strictly confidential and have no negative consequences

for the reporting employee, unless untrue facts have been deliberately alleged and the sender of the report can be identified

Depending on the severity, violations of legal regulations can result in work and safety lead to liability consequences and also result in criminal sanctions.



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