Our acting is focused on customer satisfaction with regard to the manufacturing of our products and the services included herein. We control our development, offer and implementation process and are anxious to continuously improve them. All employees are counting on a trusting relationship and partnership with our customers, suppliers and other interested groups.

The corporate policy of the Paper + Design GmbH tabletop equally adjusts to the following criteria:

Customer orientation

We are anxious to offer the best possible quality to all our customers according to their requirements. An important part of our company is to fulfil these customer requirements. They are internally communicated openly and reliably implemented by the structural units. To do so, it is necessary to maintain reliable process structures within the company. The customer decides, if we have done an excellent work.

Reliability

The reliability with regard to quality and adherence to delivery dates are our highest priority. We have committed ourselves to continuous enhancement by quality monitoring as well as to use best economically feasible techniques.

Close Cooperation

Close cooperation between our customers, suppliers and employees differentiates our work. In the system each employee does his best in his area of responsibility in order to attain best results. From discussions with our customers and suppliers as well as due to our own proposals we derive improvement potentials and implement them.

Focus on results

We commit ourselves to the performance principle. Innovations may help us to master the challenges and to reduce effort. In this way, the interaction of performance and innovation is leading to a better result.

The focus of occurring product risks is based on the interests and use of the final customer. A continuous analysis of processes is necessary for identification, validation and control of risks. In principle, we are committed to minimizing/decrease risks. The risk management system and its control is a management responsibility and continuously updated. We maintain the risk management system by continuous process control.

Law-abidance

All handling takes place in a legal frame. The identification of relevant legal regulations and provisions as well as their observance are a matter of fact for us and represent the basis of our actions. We advocate a fair competition with our competitors and denounce and consequently pursue any incidents in the field of giving or accepting of undue advantage and corruptibility in the frame of our overall business activity.
All employees are requested to report cases of possible corruption and violation of ethical rules immediately. This message may be anonymous sent to the following external mail address: datenschutz@paper-design.de.

Environment

Paper + Design GmbH tabletop recognises to protect our environment and the sustainable manufacturing of products. We commit ourselves to implement the management system to continuously develop the occupational environmental protection including the application of best economically feasible technique. The control and application security and environmental compatibility of environmentally relevant processes is performed by systematic self-monitoring according to accredited criteria.

The preventing environmental protection is a wide field of activity. Environmentally relevant processes are checked and monitored regarding their effects. This ranges from product development, purchasing of raw materials and auxiliary means passing the production process up to the use of environmental friendly packaging materials in the dispatch. The aim is a reduction of environmental pollution as well as continuous enhancement with regard to the occupational environmental protection.

The monitoring and evaluation of relevant environmental data plays an important role in the occupational environmental protection.

Occupational safety and health protection

For us safety at work is an important part of good work. We support the sense of responsibility of all employees to behave conscious and safe at their working place. We support this effort in planning and monitoring the working environment taking ergonomics, occupational and health protection into consideration.

We respect protection of health and well-being of our employees at their working place as basic needs. We feel obliged to implement precautions in order to avoid accidents and work-related diseases, thus minimizing the impairment of safety and health of all employees and third parties and to guarantee and improve the safety and health protection.

Employee orientation

Qualified employees are the most valuable asset of a company. The employee suggestion system guarantees that all employees can actively contribute to the implementation and enhancement of a company through a wide range of initiatives.

The statutory framework of the articles 1 through 4 of the German constitutional rights (protection of human dignity, freedom, equal rights, freedom of belief), the related legislation as well as the Code of Conduct are the basis for our staff orientation. Furthermore, we expressively admit ourselves to prohibit children and youth work, any kind of forced labour, unequal treatment, harassment, intimidation or discrimination. Our self-image consists in being successful as a result of the mutual social cooperation. All employees have the right to fair, polite and respectful treatment by superiors and colleagues. A cooperative and friendly working atmosphere is actively supported by the management.

Our Code of Conduct is based upon the Ethical Trading Initiative (ETI) Base Code. For more information go to www.ethicaltrade.org

Public

We are at the disposal of the public, authorities and interested parties conducting an open and constructive dialogue with regard to questions of our business performances.

In all activities in the company people are in the main focus - being customer, supplier, employee, business partner or the corporate field.

Wolkenstein/OT Hilmersdorf, 01.11.2016

Ort, Datum | Unterschrift Geschäftsführer