

**ETIČNI KODEKS ZA POSLOVNE PARTNERJE /
CODE OF CONDUCT FOR BUSINESS PARTNERS**

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1. Etični kodeks za poslovne partnerje Fraporta Slovenija d.o.o.

1.1 Filozofija / Področje uporabe

Družba Fraport Slovenija d.o.o. (v nadaljevanju "Fraport Slovenija") obsega dejavnost upravljanja in obratovanja letališča, izvajanje zemeljske oskrbe letal, potnikov in tovora ter izvajanje komercialne dejavnosti. Pričakujemo, da se bodo naši dobavitelji, izvajalci storitev, kupci in drugi poslovni partnerji (v nadaljevanju "poslovni partnerji") zavezali k ravnanju v skladu z v tem Etičnem kodeksu določenimi načeli.

1.2 Skladnost

Skladnost z zakoni, predpisi, sprejetimi standardi, smernicami in načeli: Poslovni partnerji morajo ravnati v skladu z vsemi veljavnimi nacionalnimi zakoni in predpisi ter ustreznimi mednarodno sprejetimi standardi, smernicami in načeli.

Preprečevanje korupcije: Spoštujemo ustrezne zakone in predpise o preprečevanju korupcije.

Protimonopolna zakonodaja in konkurenčno pravo: Družba Fraport Slovenija pričakuje, da bodo njeni poslovni partnerji spoštovali vso mednarodno protimonopolno zakonodajo in predpise ter konkurenčno pravo.

1.3 Delovni pogoji

Varnost in zdravje pri delu: Poslovni partner mora zagotoviti varno, zaščiteno, zdravo in higiensko neoporečno delovno okolje ter sprejeti potrebne ukrepe za preprečevanje nesreč in zdravju škodljivih vplivov.

1. Code of Conduct for Business partners of Fraport Slovenija d.o.o.

1.1 Philosophy / Scope of Application

Preamble: The Fraport Slovenija d.o.o. (hereinafter "Fraport Slovenija") is a provider of high-quality airport services. We expect our suppliers, service providers, Customers and Business Partners (hereinafter "Business Partners") to comply with the principles laid out in this Code of Conduct on a binding basis.

1.2 Compliance

Compliance with Laws, Regulations, Accepted Standards, Guidelines, and Principles: All of the applicable national laws and regulations and the relevant internationally accepted standards, guidelines, and principles must be complied with.

Prevention of Corruption: The relevant laws and regulations on fighting corruption must be observed.

Antitrust and Competition Law: Fraport Slovenija expects its Business Partners to observe all applicable national and international antitrust laws and regulations as well as competition laws.

1.3 Working Conditions

Occupational Safety and Health: The Business Partner must ensure a safe, secure, healthful, and hygienic work environment and take the necessary measures to prevent accidents and adverse health effects.

Delovni čas: Delovni čas mora biti v skladu z veljavno zakonodajo ali ustreznimi konvencijami Mednarodne organizacije dela.

Working Hours: Working hours must be in accordance with applicable law or the relevant ILO conventions.

Plačilo za delo: Poslovni partner zagotavlja, da plače in prispevki, izplačani zaposlenim v času veljavnosti pogodb, niso pod zakonsko določeno minimalno plačo ali pod ustrezno višino plačila za delo iz zakonsko zavezujočih določb v kolektivnih pogodbah.

Compensation: The Business Partner guarantees that the wages and benefits paid to its deployed employees during the fulfillment of the contract are not below the statutory minimum wages or below the relevant provisions of collective wage agreements made binding by law.

1.4 Človekove pravice

Svoboda združevanja in pravica do pogajanj za sklenitev kolektivnih pogodb: Spoštujemo pravico vseh zaposlenih do svobode združevanja in pravice do pogajanj za sklenitev kolektivnih pogodb in jih varujemo pred škodljivimi vplivi.

1.4 Human rights

Freedom of Association and Collective Bargaining Rights: The rights of all employees to freedom of association and collective bargaining must be observed and protected against adverse effects.

Delo otrok: Vsakršno in vso izkoriščanje otrok in pladostnikov ni dopustno. Delo otrok je prepovedano.

Child Labor: Any and all exploitation of children and adolescents is not tolerated. Child labor is prohibited.

Prisilno delo: Prepovedane so vse oblike prisilnega ali obveznega ter neprostovoljnega zaporniškega dela, s katerim so kršene človekove pravice.

Forced Labor: All forms of forced or compulsory labor and involuntary prison labor that violates human rights are prohibited.

Disciplinski ukrepi: Z zaposlenimi je treba ravnati dostojanstveno in s spoštovanjem. Niso dovoljene sankcije, kazni, razni kazenski in disciplinski ukrepi, razen v skladu z veljavnimi nacionalnimi in mednarodnimi standardi ter mednarodno sprejetimi človekovimi pravicami.

Disciplinary Measures: All employees must be treated with dignity and respect. Sanctions, fines, other punishments or disciplinary measures are not permitted except in compliance with applicable national and international standards as well as internationally accepted human rights.

Diskriminacija: Vsi poslovni partnerji se morajo vzdržati uporabe kakršnih koli oblik diskriminacije.

Discrimination: All Business Partners must refrain from engaging in any form of discrimination whatsoever.

1.5 Okolje

Varstvo okolja in podnebja: Družba Fraport Slovenija pričakuje, da bodo njeni poslovni

1.5 Environment

Environmental and Climate Protection: Fraport Slovenija expects its Business Partner to

partnerji spoštovali okoljevarstvena pravila glede na veljavne mednarodne standarde in zakonske določbe.

observe environmental protection with regard to applicable international standards and legal provisions.

1.6 Končne določbe

Izvajanje: Pričakujemo, da bodo naši poslovni partnerji spoštovali zgoraj opredeljena načela.

1.6 Final Provisions

Implementation: We expect our Business Partner to observe the principles outlined above.

Informacije in obveščanje: Poslovni partner mora zagotoviti, da bodo v tem Etičnem kodeksu opredeljena pravila in predpisi dostopni vsem zaposlenim.

Information and Communications: The Business Partner is required to make the rules and regulations outlined in this Code of Conduct accessible to all employees.

Spremljanje in nadzorovanje: Družba Fraport Slovenija si pridržuje pravico, da bo preverila skladnost ravnanja z zgoraj opredeljenimi zahtevami, bodisi preko svojega osebja ali preko neodvisnih tretjih oseb.

Monitoring: Fraport Slovenija reserves the right to check compliance with the requirements outlined above, either through staff of Fraport Slovenija itself or through independent third parties.

Sankcije in popravljalni ukrepi: Vsaka resna kršitev v Etičnem kodeksu omenjenih obveznosti bo pomenila resno kršitev pogodbe na strani poslovnega partnerja in se bo v vsakem posameznem primeru ocenjevala iz pravnega vidika.

Sanctions and Remediation Measures: Any serious violation of the obligations mentioned in the Code of Conduct shall be considered a substantial breach of contract by the Business Partner and will be assessed from a legal standpoint in each individual case.

2. Filozofija in področje uporabe

2. Philosophy and scope of Application

2.1 Preambula

Družba fraport Slovenija d.o.o. (v nadaljevanju "Fraport Slovenija") obsega dejavnost upravljanja in obratovanja letališča, izvajanje zemeljske oskrbe letal, potnikov in tovora ter izvajanje komercialne dejavnosti.

2.1 Preamble

The Fraport Slovenija d.o.o. (hereinafter "Fraport Slovenija") is a provider of high-quality airport services.

V skladu z našimi osnovnimi vrednotami poštenosti, osebnostne integritete, zanesljivosti, odgovornosti, preglednosti in pravičnosti zastopamo visoke standarde poslovanja na način, ki je za prihodnost družbeno, ekonomsko in ekološko zdržen. Za nas sta zdržnost in trajnost odgovorno

In line with our basic values of honesty, integrity, trustworthiness, responsibility, transparency, and fairness, we have high standards for doing business in a manner that is socially, economically, and ecologically sustainable for the future; we view sustainability as shaping the future responsibly. We have defined this responsibility for our employees in the Employee Code of Conduct.

oblikovanje prihodnosti. Odgovornost do naših zaposlenih smo opredelili v Etičnem kodeksu za zaposlene.

Ta Etični kodeks opisuje standarde, ki veljajo za poslovne odnose z matično družbo Fraport ter njenimi odvisnimi in pridruženimi družbami.

Velja za vse poslovne partnerje, s katerimi Fraport Slovenija vzdržuje neposredni poslovni odnos (v nadaljevanju: "poslovni partnerji").

2.2 Področje uporabe

Načela kodeksa ravnanja so zavezujoča v celotnem podjetju. Veljajo za vse zaposlene v podjetju Fraport Slovenija.

Kodeks ravnanja podjetja Fraport Slovenija ne zagotavlja podrobnih navodil o ravnanju v vseh primerih in temu tudi ni namenjen. Gre bolj za splošni okvir in načela ravnanja, ki so vodilo podjetja Fraport Slovenija. Kako ta načela upoštevati v dejanskih okoliščinah, je zato (kadar je to potrebno) določeno z internimi pravili, določbami in navodili podjetja. Poleg kodeksa ravnanja je treba brez omejitev upoštevati tudi trenutne smernice, kolektivne delovne pogodbe in interne sporazume podjetja.

Naloga vseh vodstvenih delavcev je podpiranje in širjenje kodeksa ravnanja v podjetju ter zagotavljanje skladnosti z njim. Zaradi svoje funkcije veljajo za vzornike, zato imajo v zvezi s tem še posebno odgovornost.

3. Skladnost

3.1 Skladnost z zakoni, predpisi, sprejetimi standardi in načeli

We expect our suppliers and service providers to uphold the same standards. This Code of Conduct describes the standards that apply to business relationships with the companies of Fraport AG.

It applies to all Fraport Slovenia's business partners with which Fraport Slovenia maintains direct business relations (hereinafter "Business Partners").

2.2 Scope of Application

The principles of the Code of Conduct are binding on the entire company. They apply to all Fraport Slovenia employees.

The Fraport Slovenia Code of Conduct cannot provide detailed instructions on how to act in all situations, nor is it intended to do so. Instead, it represents the general framework and the principles of action that guide Fraport Slovenia. How those principles are to be observed in real-world practice is, therefore, specified where necessary by internal company rules, regulations, and instructions. Existing guidelines, collective labor agreements and internal company agreements apply without limitation alongside the Code of Conduct.

All executives are tasked with upholding and spreading the Code of Conduct within the company and with ensuring compliance herewith. In their function as role models, they bear special responsibility in this regard.

3. Compliance

3.1 Compliance with Laws, Regulations, Accepted Standards, Guidelines and Principles

Poslovni partner ravna v skladu z ustreznimi nacionalnimi zakoni in predpisi in podpira ustrezne mednarodno sprejete standarde, smernice in načela, še zlasti načela Združenih narodov iz Globalnega pakta za trajnostni razvoj, Splošno deklaracijo o človekovih pravicah, konvencije Združenih narodov (ZN) in osnovne delovne standarde Mednarodne organizacije dela (MOD) ter Smernice OECD za večnacionalne družbe.

Skladnost s tem Etičnim kodeksom in zgoraj omenjenimi standardi se ne sme zaobiti s stranskimi sporazumi, kot so pogodbeni sporazumi ali preko primerljivih ukrepov

3.2 Preprečevanje korupcije

Poslovni partner zavrača vse oblike korupcije in podkupovanja in se zavzema za skladnost z mednarodnimi in lokalnimi protikorupcijskimi zakoni.

Poslovni partner potrjuje, da zaposlenim družbe Fraport Slovenija ne bo ponujal, obljubljal ali odobril vsako nedovoljeno ugodnost ali boniteto z namenom vplivanja na njihove odločitve.

3.3 Protimonopolna zakonodaja in konkurenčno pravo

Poslovni partner spoštuje vse veljavne nacionalne in mednarodne zakone s področja varstva konkurence ter predpise in konkurenčno pravo. Posledično se mora poslovni partner vzdržati določanja cen ali pogojev v sodelovanju s konkurenco in najrazličnejših dogovorov ali sporazumov za omejevanje konkurence, še zlasti dogovorov in sporazumov s konkurenco, katerih namen je delitev trga ali razdelitev strank.

The Business Partner shall comply with the relevant applicable national laws and regulations and shall support the relevant internationally accepted standards, guidelines, and principles, particularly the principles of the UN Global Compact, the Universal Declaration of Human Rights, the conventions of the United Nations (UN), and the core labor standards of the International Labour Organisation (ILO) as well as the OECD Guidelines for Multinational Enterprises.

Compliance with this Code of Conduct and with the foregoing standards cannot be circumvented through side agreements such as contractual agreements or through comparable measures.

3.2 Prevention of Corruption

The Business Partner disavows all forms of corruption and bribery and stands for compliance with international and local anticorruption and bribery laws.

The Business Partner affirms that it will not offer, promise, or grant any impermissible advantages or perquisites to Fraport Slovenija employees in order to affect their decisions.

3.3 Antitrust and Competition Law

The Business Partner shall observe all applicable national and international antitrust laws and regulations as well as competition laws. As a result, the Business Partner must refrain from fixing prices or conditions with competitors and from any and all other agreements or understandings that restrict competition, particularly agreements and understandings with competitors for the purpose of dividing the market or customers.

4. Delovni pogoji

4.1 Varnost in zdravje pri delu

Za družbo Fraport Slovenija sta zdravje in varstvo pri delu za preprečevanje delovnih nesreč in poklicnih bolezni na delovnem mestu prednostnega pomena. S tem varujemo in izboljšujemo dobro počutje zaposlenih ter njihovo zadovoljstvo, kar je hkrati ključen prispevek k uspehu družbe.

Pričakujemo, da bo naš poslovni partner zagotovil varno, zaščiteno, zdravo in higiensko neoporečno delovno okolje in sprejel potrebne ukrepe za preprečevanje nesreč in škodljivih vplivov na zdravje, do katerih bi lahko prišlo v povezavi z opravljanjem njegove dejavnosti. Poslovni partner mora zagotoviti skladnost s standardi o varstvu pri delu. V ta namen sprejme poslovni partner ustrezne ukrepe in vzpostavi sisteme za ugotavljanje in preprečevanje vseh možnih nevarnosti za zdravje zaposlenih zaradi nesreč, poškodb ali poklicnih bolezni.

4.2 Delovni čas

Delovni čas mora biti v skladu z nacionalnimi zakoni in predpisi ali ustreznimi konvencijami MOD.

4.3 Plačilo za delo

Poslovni partner zagotavlja, da plače in prispevki, izplačani zaposlenim v času veljavnosti pogodb, niso pod zakonsko določeno minimalno plačo ali pod ustrezno višino plačila za delo iz zakonsko zavezujočih določb v kolektivnih pogodbah.

4. Working Conditions

4.1 Occupational Safety and Health

Preventing accidents and illnesses in the workplace is a priority for Fraport Slovenia. This serves to secure and improve employee well-being and satisfaction while also making a crucial contribution to the company's success.

We expect our Business Partner to ensure a safe, secure, healthful, and hygienic work environment and take the necessary measures to prevent accidents and adverse health effects that may arise in connection with its activities. It must be ensured that occupational safety standards are complied with. The Business Partners shall take appropriate measures to this end and shall operate systems in order to identify and prevent any potential health risk due to accidents, injuries, and occupational illness on the part of their employees.

4.2 Working Hours

Working hours must be in accordance with applicable national laws and regulations or the relevant ILO conventions.

4.3 Compensation

The Business Partner guarantees that the wages and benefits paid to its deployed employees during the fulfillment of the contract are not below the statutory minimum wages or below the relevant provisions of collective wage agreements made binding by law.

5. Človekove pravice

5.1 Svoboda združevanja in pravica do pogajanj za sklenitev kolektivnih pogodb

Poslovni partner spoštuje osnovno pravico do svobode združevanja in pravico do pogajanj za sklenitev kolektivnih pogodb v okviru nacionalnih zakonov in predpisov. V primeru, da mednarodni standardi omejujejo pravico do svobode združevanja in pravico do pogajanj za sklenitev kolektivnih pogodb, mora poslovni partner zagotoviti svobodno in neodvisno združevanje zaposlenih, da se omogočijo in dovolijo pogajanja.

5.2 Delo otrok

Vsakršno in vso izkoriščanje otrok in mladostnikov ni dopustno. Delo otrok, kot je opredeljeno v konvencijah Mednarodne organizacije dela (ILO) ter nacionalnih zakonodajah in predpisih, je prepovedano.

Starostna omejitev za zaposlitev ne sme biti nižja od starosti, do katere velja obvezno šolanje za otroke, v nobenem primeru pa ne sme biti nižja od 15 let (oziroma 14, če tako dovoljuje nacionalna zakonodaja skladno s konvencijo Mednarodne organizacije dela št. 138).

Mladostniki ne smejo biti izpostavljeni nobenim tveganjem oziroma nevarnim razmeram ali okoliščinam, ki lahko negativno vplivajo na njihovo zdravje.

5.3 Prisilno delo

Poslovni partner se vzdrži uporabe sleherne oblike prisilnega dela. Poleg tega so

5. Human Rights

5.1 Freedom of Association and Collective Bargaining Rights

The Business Partner shall observe the fundamental right to freedom of association and the right to collective bargaining within the scope of national laws and regulations. In the event that international standards restrict the right of free association and the right of collective bargaining, the Business Partner should take care to ensure that the free and independent association of employees for the purpose of conducting negotiations is made possible and permitted.

5.2 Child Labor

Any and all exploitation of children and adolescents is not tolerated. Child labor as defined in the ILO conventions and national laws and regulations is prohibited.

The age limit for permitted employment shall not lie below the age up to which children are required to attend schooling and shall not in any case lie below 15 years (or 14 years insofar as permitted by national law in compliance with ILO Convention 138).

Adolescents must not be exposed to any dangerous or unsafe situations or to any situations that can adversely affect their health.

5.3 Forced Labor

prepovedane vse oblike prisilnega ali obveznega ter neprostovoljnega zaporniškega dela, s katerimi so kršene človekove pravice.

The supplier shall refrain from engaging in any form of forced labor whatsoever. Moreover, all forms of forced and compulsory labor as well as involuntary prison labor that violate human rights are prohibited.

5.4 Disciplinski ukrepi

Družba Fraport Slovenija je zavezana k zagotavljanju spoštljivega in dostojanstvenega ravnanja z zaposlenimi.

Niso dovoljene sankcije, kazni, razni kazenski in disciplinski ukrepi, razen v skladu z veljavnimi nacionalnimi in mednarodnimi standardi ter mednarodno sprejetimi človekovimi pravicami.

Poslovni partner sprejme ustrezne ukrepe, s katerimi zagotovi, da noben zaposleni ni deležen verbalnega, mentalnega, spolnega in/ali fizičnega nasilja, izsiljevanja ali nadlegovanja.

5.4 Disciplinary Measures

Fraport Slovenija is committed to ensuring that all employees are treated with dignity and respect. Sanctions, fines, other punishments, or disciplinary measures are not permitted except in compliance with applicable national and international standards as well as internationally accepted human rights.

The Business Partner shall take appropriate measures to ensure that no employee is subject to verbal, mental, sexual and/or physical violence, coercion, or harassment.

5.5 Diskriminacija

Poslovni partner se vzdrži uporabe kakršne koli oblike diskriminacije na podlagi:

- etnične, nacionalne pripadnosti in/ali družbenega izvora
- rase
- barve kože
- spola
- starosti
- verskega prepričanja in/ali svetovnega nazora
- političnih aktivnosti
- članstva v delovnih organizacijah
- invalidnosti
- spolne usmerjenosti

ali drugih osebnih značilnosti. Veljajo veljavni zakoni in predpisi.

5.5 Discrimination

The Business Partner shall refrain from engaging in any form whatsoever of discrimination based on:

- ethnic national and/or social origin
- race
- skin color
- sex
- age
- religion creed, and/or worldview
- political activities
- membership in an employee organization
- disability
- sexual orientation

or other personal characteristics. The applicable laws and regulations apply.

6. Okolje

6.1 Varstvo okolja in podnebja

Družba Fraport Slovenija pričakuje, da bodo njeni poslovni partnerji spoštovali pravila varstva okolja in podnebja glede na veljavne mednarodne standarde in zakonske določbe, da bi zmanjšali vpliv na okolje in onesnaževanje ter dosegli nenehno izboljševanje stanja na področju varstva okolja in podnebja. To vključuje preprečevanje izpustov v zrak in neodgovorno odlaganje odpadkov ter sprejemanje ukrepov za okrepitev učinkovitosti energetskih virov. V ta namen mora družba sprejeti ustrezne, sledljive ukrepe in vzpostaviti sisteme, da se zagotovi varnost okolja in podnebja.

7. Končne določbe

7.1 Izvajanje

Pričakujemo, da bodo naši poslovni partnerji spoštovali zgoraj opredeljena načela.

Družba Fraport Slovenija pričakuje, da se bo za zagotovitev nenehnih izboljšav vzpostavil ustrezen sistematičen pristop (z opredelitvijo in dokumentiranjem odgovornosti, procesov, ciljev in ukrepov).

Družba Fraport Slovenija pričakuje, da bo njen poslovni partner deloval v smeri doslednega nadaljnega razširjanja teh standardov v okviru dobaviteljske verige.

7.2 Informacije in obveščanje

Ta Etični kodeks si lahko kadarkoli ogledate na spletnem mestu <http://www.fraport-slovenija.si/sl/Main>.

6. Environment

6.1 Environmental and Climate protection

Fraport Slovenija expects its Business Partner to observe environmental and climate protection with regard to applicable international standards and legal provisions, to minimize environmental impact and pollution, and to achieve continuous improvement in terms of environmental and climate protection. This includes preventing emissions and waste as well as taking steps to enhance resource efficiency. To that end, appropriate, traceable measures must be taken and systems must be operated in order to ensure the protection of the environment and the climate.

7. Final provisions

7.1 Implementation

We expect our Business Partner to comply with the principles outlined above.

Fraport Slovenija recommends that an appropriate systematic approach should be taken (by defining and documenting responsibilities, processes, objectives, and measures) to enable continuous improvement.

Fraport Slovenija expects its Business Partner to work toward the consistent further spread of these standards through the supply chain.

7.2 Information and Communications

This Code of Conduct may be viewed and printed at any time online at <http://www.fraport-slovenija.si/en/Main>.

Poslovni partner mora zagotoviti, da je kodeks dostopen vsem ustreznim zaposlenim.

The Business Partner shall make it accessible to the relevant employees.

7.3 Spremljanje in nadzorovanje

Poslovni partner soglaša, da po potrebi dovoli izvedbo ustreznega nadzora in pregleda aktivnosti ter v ta namen zagotovi vso ustrezno podporo.

7.3 Monitoring

Business Partners agree that as and when necessary, they will permit the performance of appropriate monitoring and review activities and shall provide appropriate support for such activities.

7.4 Sankcije in popravljalni ukrepi

Družba Fraport Slovenija bo vsako resno kršitev v Etičnem kodeksu omenjenih obveznosti obravnavala kot resno kršitev pogodbe na strani poslovnega partnerja in bo v vsakem posameznem primeru zadevo ocenjevala iz pravnega vidika.

Če bo mogoče, bomo poslovnemu partnerju ponudili možnost, da sprejme ustrezne ukrepe za odpravo pomanjkljivosti.

7.4 Sanctions and Remediation Measures

Fraport Slovenija will view any serious violation of the obligations mentioned herein as a breach of contract by the Business Partner and will assess the matter from a legal standpoint in each individual case.

If possible, we will provide the Business Partner with an opportunity to take appropriate steps to remedy the matter.