

KEWES FLORISTIK

General operating policy

The Kewes Floristik GmbH & Co. KG sources refined cut green and floral products, that are exclusively products for Kewes Floristik, in two Polish production facilities. An additional branch of the business is the Christmas tree trade. The company supplies the retail segment with best quality and affordable prices. Even if no direct contact to the end customer exists Kewes Floristik GmbH & Co. KG attaches great value to enriching important seasons, such as Christmas, by providing appealing and safe decoration products.

Business relationships

End Costumers

Our products serve the seasonal design needs for private households and graveside memorial customers.

The satisfaction and safety of the end customer is thus our prime objective. We work exclusively with materials that are verifiably not affecting the health of the end customer. Therefore our products undergo regular testing and we demand respective verification from our suppliers.

Environment

The predominant part of our materials are natural products or agricultural produce. Because of this we know how great the importance is for the protection of the environment. We strive to design our business processes as environmentally friendly as possible and demand the same from our suppliers.

Partner

The principles and business partners of Kewes Floristik GmbH & Co. KG expect that the company acts ethically and is responsibly-minded. We share this expectation and work to our best ability to safeguard the company through thoughtful and sustainable actions and to improve it in accordance with the demand of our customers.

Personnel

For the Kewes Floristik GmbH & Co. KG and its two Polish production facilities, the respectful and fair treatment of our employees is a basic requirement for all business conduct and the quality of our products. That is why we ensure that all legal regulations and requirements are met.

Suppliers

As a trade enterprise Kewes Floristik GmbH & Co. KG operates in close relationship with different suppliers and logistics companies. The trusting and fair relationship with suppliers is a fundamental requirement for us to reach our own quality aspirations. We behave towards our suppliers as we expect it from them: committed and honestly. Accruing invoices are settled in a timely manner.

Liabilities

Kewes Floristik GmbH & Co. KG operates in accordance with national laws and tax directives and expects the same in return from external suppliers. If it should become apparent that this is not the case, Kewes Floristik GmbH & Co. KG will be forced to end any existing business relationship.

The following liabilities are not only valid for the business operations of Kewes Floristik GmbH & Co. KG as they include the two Polish production facilities which produce exclusively for the Kewes Floristik GmbH & Co. KG.

Hiring Conditions

- Kewes Floristik GmbH & Co. KG and the two Polish production facilities are not permitted to hire knowingly anybody under the age of 18.
- No supplier operating on behalf of the Kewes Floristik GmbH & Co. KG utilizes forced labour or imprisoned persons.
- Kewes Floristik GmbH & Co. KG does not tolerate any bodily or sexual threats or abuse by its employees.
- Within the work environment of Kewes Floristik GmbH & Co. KG no person and no group of people may be discriminated against because of ethnical affiliation, nationality, religion or gender.
- Kewes Floristik GmbH & Co. KG and both production facilities acknowledge the right of its employees to join a trade union.
- Kewes Floristik GmbH & Co. KG and both production facilities align their work schedule, work week and salaries with the valid laws. All employees receive a work contract in the native language. This applies to contracts to produce work as well. Contracts are talked over with the employee. The composition of the hourly wage of employees doing work by the piece is comprehensible and easy to assess.
- Kewes Floristik GmbH & Co. KG and both production facilities strive to provide, especially for the administration personnel, suitable continuing education opportunities.
- A summary of the hiring conditions is publicized for all employees through notices in the social rooms.

Health and Safety at the workplace

- The workplaces at Kewes Floristik GmbH & Co. KG and both production facilities are design to support healthy and safe work conditions. Within the production facilities this is maintained through regular BHP commissaries.
- Kewes Floristik GmbH & Co. KG and both production facilities meet the national safety requirements. They are committed to continuously increase the safety conditions.
- The whole workforce including contract labourers are protected during their working time by an accident insurance.
- The production rooms are monitored by cameras to control and safeguard the employees. All employees are informed about this.

Environmental responsibilities

- Kewes Floristik GmbH & Co. KG and both production facilities strive to keep environmental strain as low as possible. Therefore they work with an environmental plan, with which work processes are designed more environmentally friendly, one step at a time.
- The fulfillment of the current legal regulations is the minimum standard for the operational effectiveness.
- Energy, water, resources and packaging are used as efficiently as possible. The company strives to further reduce its consumption and sets annual goals for it.
- The employees are regularly informed about the impact of environmental provisions.
- Accumulated waste is sorted into organic waste, paper, plastics and other waste and when possible recycled.
- Transports are planed to be as efficient as possible and no deliveries occur that leave cargo space unused.

Emergency and Crisis Plan

- An "emergency folder" documents the most important business data. This comes to play especially if the principle owner, Oliver Kewes, is unexpectedly and for a longer period absent.
- The purchasing, sales and production processes are documented and are being updated continuously. Responsibilities and substitutes are assigned according to the core processes.

Supervision and Compliance

- These general operating policies are implemented by the Kewes Floristik GmbH & Co. KG and both production facilities. They have been created with key employees and serve as guidelines for our business activity. As we all know there is always room for improvement so we work steadily on amendments and substantiations of these policies.
- For control and confirmation purposes the Kewes Floristik GmbH & Co. KG as well as both production facilities undergo an annual external review in which the implementation of the Good Trade Practice (Florimark GTP) is ensured. Additional reviews for quality ensurance are envisaged.

- Employees have—as well as customers and vendors— the option to raise a complaint against any offense of the mentioned commitments. “Complaint boxes” are in place for this purpose and customers or vendors can report through questionnaires or in person. If proof of policy violations is discovered, the company will take corrective action immediately .

Scope

This general operating policy is valid for the Kewes Floristik GmbH & Co. KG as well as both production facilities in Poland.

We expect similar policies from our vendors. We especially encourage the vendors of cut greens and Christmas trees to actively face up to implementing environmental standards. With our goal of an integrated implementation of the general operating policy, we focus progressively on an environmentally certified production.

Purpose

We would like to preserve and safeguard all that we were able to build up and steer into our business so that we continue to provide value to our society. It is our firm belief that this is only possible if we always scrutinize our entrepreneurial efforts and are open to change. We see ourselves acting in conjunction with people, the environment and the society and orient our business activities accordingly. These general operating policies are the framework to meet this responsibility.