

# Code of Conduct Statement

15.05.2017



# Code of Conduct Statement

## 1. CORPORATE RESPONSIBILITY

### 1.1. Human rights

We respect and protect the regulations in force worldwide to protect human rights as a fundamental and general requirement. This also involves refraining from employing forced or child labor. We comply with the rules laid down in ILO Conventions 138 and 182 concerning the minimum age of employment for children.

### 1.2. Equal opportunity and non-discrimination

We partners do not discriminate on grounds of ethnic, national, or social origin, skin color, sex, religion, views, age, disability, sexual orientation, political views insofar as they are based on democratic principles and tolerance toward those of a different opinion, or any other legally protected characteristics unless the law requires otherwise.

### 1.3. Freedom of association

The basic right of all employees to form trade unions and employee representations and to join them is recognized.

### 1.4. Product safety

We comply with all applicable legal product safety regulations and requirements, particularly legal requirements pertaining to the safety, labeling, and packaging of products as well as the use of dangerous substances and materials.

### 1.5. Safety in the workplace and working hours

We comply with the relevant legal regulations for health and safety in the workplace. We support the further development and improvement of working conditions. Working hours correspond to the respective national legal standards or the minimum standards of the respective national economic sectors.

### 1.6. Minimum wage

We ensure that our employees are commensurately remunerated corresponding at the very least to the legally valid and guaranteed minimum.

## 2. ENVIRONMENTAL AND CLIMATE PROTECTION

### 2.1. Compliance with legal provisions

We take responsibility when it comes to environmental protection concerns and comply with all applicable legislation relating to the environment and sustainability.

### 2.2. Increase energy and resource efficiency

We use natural resources sparingly and minimize environmental pollution in our production processes and products. We contribute to reducing energy consumption and CO2 emissions.

### 2.3. Implementation and application of environmental management systems

We continuously improve our environmental performance according to DIN EN ISO 9001.



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## 3. TRANSPARENT BUSINESS RELATIONSHIPS

### 3.1. Avoiding conflicts of interest

We take decisions based solely on objective criteria and do not allow ourselves to be guided by personal interests or relationships.

### 3.2. Prohibition of corruption

We do not tolerate corruption. We ensure that our employees, subcontractors or representatives do not grant, offer or accept any bribes, kickbacks, inadmissible donations, or other inadmissible payments or benefits to or by customers, officials or other third parties.

### 3.3. Gifts, hospitality, and invitations

We do not offer third parties any inappropriate benefits either directly or indirectly in the form of gifts, hospitality, or invitations to unduly influence them. Neither do we ask for, nor accept such benefits.

### 3.4. Dealing with authorities

We consistently comply with the strict legal provisions when dealing with governments, authorities, and public institutions.

### 3.5. Consultants and agents

We only employ consultants or agents in line with the laws in force. We take particular care to ensure that consultants or agents are only remunerated for consulting and agency services actually rendered and that the payments are commensurate with the performance rendered.

## 4. FAIR MARKET CONDUCT

### 4.1. Free competition

We comply with the antitrust legislation in force. In particular, we do not enter into any anti-competitive agreements with competitors, suppliers, or customers.

### 4.2. Export control

We make sure that we comply with all applicable legal provisions for importing and exporting goods, services, and information.

### 4.3. Money laundering

We only conduct business relationships with business partners of whose integrity we are convinced. They ensure that the applicable legal money laundering provisions are not breached.

### 4.4. Business information

We publish business information and report on our business activities truthfully and in line with the laws in force.



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### **5. PROTECTION OF DATA, BUSINESS SECRETS, AND COMPANY ASSETS**

#### **5.1. Data protection**

We observe all laws in force to protect the personal data of employees, customers, suppliers, and other parties concerned.

This is continuously checked and ensured by a data protection officer.

#### **5.2. Protection of know-how, patents, trade and business secrets**

We respect the know-how, patents, trade and business secrets of third parties and do not pass such information on to third parties without the express prior written consent of third parties or in a way that is otherwise inadmissible.

#### **5.3. Handling company assets**

We respect the third parties tangible and intangible assets and do not use them for unfair or non-business purposes.

#### **5.4. Security of the international supply chain**

We ensure that the business premises and the loading and shipping areas where our products are produced, stored, prepared, loaded and transported, are protected against unauthorized access within a safe and secure supply chain, and that all employed staff is reliable.

Our company network supports you worldwide with offices in Germany, Great Britain, Turkey and the USA.  
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