

Code of Conduct

Preamble

Fairness, mutual respect and integrity are the cornerstones of our daily actions. In this way, we assume our corporate responsibility and create the conditions for sustainable corporate success.

This Code of Conduct describes the principles and procedures to be followed to the letter and in spirit by all our employees, executives and the management; we also expect the same conduct from our business partners.

The management expects each employee to feel personally responsible for complying with this Code of Conduct. Colleagues are to be supported in doing so where necessary.

We explain the following topics in detail in our Code of Conduct:

- Our basic approach to our interactions with one another
- Our dealings with our stakeholders
- Our anti-corruption policy
- Our ethics escalation policy
- Our rules of conduct for our employees
- Our handling of information
- Our behaviour with regard to the environment as well as health and safety
- Our contacts for reports and information regarding violations and improvements.

The masculine form was chosen in the text purely to facilitate legibility. However, the regulations refer to members of all sexes.

- **Our basic approach to our interactions with one another**

We act and make decisions in such a way that they are transparent and comprehensible. In this way, we create trust and ensure successful cooperation with all the parties involved.

We respect and comply with all applicable local, national and international laws and regulations wherever the company operates. We will not tolerate violations and expect the same from our employees and business partners.

Respect for human rights is an integral part of corporate responsibility. We accept the dignity and the personal rights of individual employees, colleagues and third parties with whom we maintain business relations.

We take the greatest care to protect the company's business assets. This includes both tangible and intangible assets (e.g. IT systems, intellectual property).

We expect loyalty and integrity from all our employees. This means that every employee acts solely in the interests of the company within the scope of his employment. A person's private or commercial interests may not influence or harm the interests of the company.

- **Our dealings with our stakeholders**

We preserve integrity with others and also expect our business partners to comply with the relevant legal requirements.

We maintain business relations only with third parties who engage in ethical business practices and do not subject the company to criminal or other liability or damage the company's reputation.

- **Our anti-corruption policy**

We do not engage in, facilitate or tolerate any activity in connection with money laundering.

We stand for fair and undistorted competition. In this context, both we and our employees comply with and observe the antitrust laws of the markets in which we operate.

We expect our employees not to participate in agreements or arrangements with other companies that violate competition or antitrust laws.

Any gifts or benefits offered or accepted must be reasonable and transparent and may not result in our decisions being influenced. This applies to all groups of people. Only in this way can we actively combat corruption. Should there be any doubt as to whether gifts or benefits are appropriate, the management will decide on the matter.

- **Our ethics escalation policy**

We ensure that our dealings with third parties do not violate economic embargoes, trade regulations, import and export controls or regulations to prevent terrorist financing. To this end, all employees involved in the import, export, domestic trade and handling of certain products are obliged to comply with the relevant laws and regulations.

- **Our rules of conduct for our employees**

We comply with the respective employment laws, in particular regarding working hours, working conditions and pay.

We consistently oppose discrimination and harassment on the grounds of gender, ethical origin, religion, age, disability or sexual orientation. We promote and respect this diversity.

We treat our business partners and employees fairly and respectfully and act with courtesy, honesty and dignity towards one another.

We do not tolerate harassment, bullying and intimidation.

We promote the reconciliation of family and working life and thus contribute to the happiness and motivation of our employees.

We reject all forms of forced labour, child labour and discrimination.

- **Our handling of information**

We are committed to protecting and maintaining the confidentiality of all company information. This applies not only to our own confidential information, but also to confidential information entrusted to us by our business partners and customers.

- **Our behaviour with regard to the environment as well as health and safety**

Environmental protection is an integral part of our corporate responsibility.

We undertake to comply with all environmental regulations and standards applicable to the company. Our continuous improvement process (CIP) is applied to reduce environmental pollution.

In order to protect people and the environment, we have installed systems to treat the waste, waste water and exhaust gases resulting from our processes throughout the entire process chain up to waste disposal in such a way that they pose no risk. Corresponding measurement variables have also been defined and monitored for this purpose.

Every employee is jointly responsible for reducing energy consumption, water consumption, waste and greenhouse gas emissions in all his activities.

We attach great importance to compliance with all legal and official requirements in the areas of environmental protection as well as occupational health and safety. In particular, our executives have the task of ensuring that appropriate health and safety precautions and measures are taken.

- **Our contacts for reports and information regarding violations and improvements.**

As a basic rule, every employee is encouraged to express himself constructively and without fear of reprisals. Even in the event that the employee expresses his concerns about misconduct in good faith, this does not justify reprisal.

Our employees can address suggestions for improvement, misconduct and questions about this Code of Conduct to the following persons:

- ⇒ Management
- ⇒ Supervisors

This explicitly also applies to serious violations of this Code of Conduct, in particular to illegal business practices.

In the event of a serious violation, any information about misconduct shall be consistently investigated based on the principle of proportionality. Depending on the outcome, a comprehensible decision will then be made as to the consequences that are appropriate, necessary and reasonable.

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