

1 Preliminary Remarks

We take responsibility. Our corporate policy ensures that all activities that have an impact on the quality of our products, the environment, energy consumption, and the protection of workers and their health are planned, regulated, monitored and sustainable. Customer requirements are implemented in harmony with applicable laws and regulations.

We want to secure our position in the growing competition through market-oriented action and the promotion of innovation. In this respect, employee qualification, motivation and identification are important factors of our success.

Open and honest communication combined with socially responsible and ethically correct actions are things that we take for granted. Our corporate policy is oriented towards retaining our character as an independent and successful family-run company.

We have defined the **basic principles of our corporate responsibility**, in particular with respect to our **anti-corruption policy and ethics escalation policy** in our code of conduct.

2 Corporate Policy

- **We want to be leaders in our relevant markets**

Our corporate policy is founded on our consistent adherence to the demands placed on us and on our own standards. These are subjected to regular reviews and adapted to new developments.

Our guidelines and corporate policy are binding on all employees. Besides responsibility on an individual level, this responsibility is defined for the various functions and organisational units. The respective senior employees are responsible for its implementation by deriving appropriate goals and monitoring their attainment.

Continual improvement is the obligation of each and every employee. This idea is carried by the personnel development policy on the one hand and by continual process improvement on the other. Optimisation potential is recognised, evaluated and implemented in the form of a dialogue. Only in this way can our leadership claim be sustainably realised.

3 Quality Policy

- **We supply our customers with top-quality products**

Our quality policy is rooted in the implementation of our company-wide quality management system. The consistent introduction and constant evolution of this system plays a central role in helping us fulfil our customers' expectations.

In this regard, the senior management has undertaken:

- To continually improve and supplement the quality management system. All important quality-assuring tasks are regulated by responsibilities, processes, and procedural and work instructions. These activities are documented in the company's quality management handbook.
- To ensure that all our company's employees understand and consistently implement the tasks defined for securing and improving quality. This includes the constant qualification of all employees in accordance with requirements.

- That any weaknesses noted internally by employees as well as any external indications are evaluated in the interest of constant process improvement, and appropriate corrective measures derived and implemented.

The management obligates all employees to consistently comply with the regulations and processes laid down in this quality management system and contribute to a continual improvement process (CIP) by constantly working towards evolving this system.

4 Customer Orientation

- **Fulfilment of our customers' expectations in terms of product quality, price, delivery and service forms the core of our corporate activities**

It is a matter of importance to us, particularly with new products, to undertake a dialogue with our customers, beginning before commencement of the project execution, with the aim of deriving customers' detailed wishes and expectations. In this way, we are able to design products and processes more efficiently. At regular intervals, we enter into a dialogue with our customers, to determine the extent to which we are fulfilling their expectations. These findings then form the basis by which to derive any necessary improvements.

5 Employees

- **Our employees are an essential factor of our company's success**

For us, an essential success factor is to have motivated employees who identify with the goals of the company. The systematic and sustainable advancement and development of our employees is an essential condition of this. We concentrate on providing functionally related further training in our organisation as well as developing and supporting future management potential.

6 Anti-Corruption Policy

- **We maintain fair treatment of our partners at all levels**

All decisions in the company are taken on the basis of corporate goals, free of personal interests. Company decisions serve the exclusive purpose of increasing customer benefits and attaining sustainable corporate success.

In order to maintain their independence, employees are not permitted to demand gifts or any other gratuities, personal services or favours from business partners. They are prohibited from accepting privileges from business partners that might impair fair and objective decision making.

No employee may offer, promise or grant officials or business partners, whether directly or indirectly, unjustified benefits or authorise such benefits.

7 Ethical and behavioural guidelines

Each individual employee is responsible for behaving in accordance with these guidelines. Our managers set examples through their behaviour, as it is they who practice and demonstrate our behavioural principles and work to encourage them in all situations.

- We respect and support the dignity of every individual and are committed to the protection and observance of international human rights.
- Discrimination, harassment, and intimidation of any kind on the basis of race, gender, skin colour, religion, nationality, age, civil status, sexual orientation, origin, social status or physical disability are prohibited, as they oppose the goal of respectful and fair treatment.
- We decisively confront the use of physical punishment, mental or physical compulsion and verbal abuse.
- The health and safety of our employees is protected to the highest degree by providing a healthy and safe working environment. By complying with the work health and safety regulations in place in our company, each individual contributes to ensuring a safe and healthy working environment.
- Employees must report to their superior any conflict of interest that may exist in the context of performing their work duties.
- In the interest of the company, every employee must protect confidential company information that is only intended for a restricted group of individuals from unauthorised access.
- We support fair and open dialogue with employees, customers and suppliers, in working groups and associations, with our banks, neighbours and authorities and with the general public.
- We place the same high demands on companies whose products we use or whose services we avail ourselves of as we do on ourselves. When selecting our partners, we place great importance on performance capability, quality, specialist competence, and reliability. We require them to adhere to the same principles in managing their business, in particular in the way they treat employees, that we apply to ourselves. We expect our partners to support our endeavours towards continual improvement in terms of quality and safety, health and environmental protection, and energy efficiency, actively and to their full extent.
- Our corporate responsibility also includes protecting man and the environment from avoidable pollution. We regard compliance with legal requirements as a matter of course. In the interest of future generations, we are committed to the economic and environmentally compatible use of energy and water resources as well as raw, auxiliary and operating materials.
- We undertake to comply with data protection in line with the respective current legal basis.

These guidelines governing ethics and behaviour in our company have been put into effect by the signature of the senior management, and all employees have been informed thereof.

Procedures, practices or actions of employees that are in opposition to these guidelines must be corrected and may incur disciplinary measures. Should any suppliers or other business partners fail to adhere to these guidelines, the matter will be discussed with the partner and remedial action urged.

13. November 2017

Date

Thomas Müchler

Senior Management