



# Code of Conduct

## 1. Scope

The Code of Conduct applies to Karl Georg GmbH, Karl-Georg-Strasse 3, 57612 Ingelbach-Bahnhof, Germany and sets out fundamental principles that apply to all employees at Karl Georg GmbH and all the organisations that act on our behalf.

Every one of our employees complies with laws, regulations, standards and our internal rules and bases their conduct on our management policy and the corporate values at Karl Georg GmbH.

## 2. General standards of conduct

### *2.1 Compliance with the law and acting responsibly*

The reputation of Karl Georg GmbH is defined by the conduct, actions and behaviour of each individual. Inappropriate conduct, even if just one employee, can considerably damage Karl Georg GmbH. Every employee, when performing their duties and acting in public, shall ensure that they comply with applicable laws and do not harm the reputation of the company.

### *2.2 Responsibility for fundamental social rights and principles*

Karl Georg GmbH is committed, and ensures that all organisations acting on our behalf are also committed, to respecting international human rights, as far as possible.

We reject any form of child labour.

All of our employees must have reached the minimum age set by law.

We reward performance with appropriate wages based on expertise, responsibility and experience.

We reject any form of forced labour. All employees must be employed of their own volition.

We do not tolerate any working conditions that conflict with international or local laws and practices.

We respect our employees' right to freedom of association. We also always make it possible for our employees to voice their concerns directly with us.

### *2.3 Equal opportunities, non-discrimination and mutual respect*

Karl Georg GmbH guarantees equal opportunities and equal treatment, irrespective of ethnic origin, skin colour, gender, disability, world view, religion, nationality, sexual orientation, social origin or political views, insofar as such views are based on tolerance and respect for people who hold different views. Our employees are always selected, appointed and promoted on the basis of their qualifications and abilities. Every one of our employees must refrain from all forms of discrimination (e.g. by disadvantage, harassment or bullying) and must ensure that there is an environment of respect and partnership at the company.

## 3. Occupational health and safety

Karl Georg GmbH takes its responsibility for the health and safety of its employees very seriously.

We make sure that all the country-specific legal requirements for occupational health and safety are implemented.

We maintain and promote health, safety and a working environment that enhances performance, by implementing a range of prevention and health-promoting measures.

Every employee contributes to promoting health and safety and complies with occupational health and safety regulations.



## **4. Environment and sustainability**

Karl Georg GmbH respects and protects the environment and applies sustainability and ecological and social responsibility in all its interactions with customers, employees and the public.

We use resources efficiently, reduce emissions, continuously optimise our processes and comply with the requirements of country-specific environmental protection laws.

We want to really shape the future with our product innovations and working methods. That is why we always strive to develop and consistently to use new and innovative technologies for production, to make our products pioneers in terms of environmentally efficient manufacturing and sustainability over their entire life cycle.

We encourage every employee to commit to environmental protection and to use resources appropriately, economically and efficiently.

## **5. Dealing with business partners and third parties**

### *5.1 Fair competition*

Karl Georg GmbH is committed to dealing with our business partners and with third parties fairly and supports fair and undistorted competition, in compliance with competition and antitrust law.

### *5.2 How to handle donations and sponsoring*

Karl Georg GmbH only makes donations (voluntary contributions without the expectation of consideration in return) and sponsors causes in accordance with the relevant legal system and applicable internal rules.

Donations are made transparently and records are kept so that they can be checked.

We support culture, education, science and sport with sponsoring.

### *5.3 Trade control*

We comply with legal requirements that prohibit or restrict the import and export of goods or regulate the provision of services and financial transactions.

## **6. Avoiding conflicts of interest and corruption**

### *6.1 Conflicts of interest*

Karl Georg GmbH places great importance on ensuring that its employees do not experience any conflict between their private interests and the interests of the company in their capacity working for the company. It is therefore important to avoid all situations that may give rise to conflicts of interest.

### *6.2 Fighting corruption*

We support national and international efforts not to influence or distort competition with bribery and we reject all corrupt conduct and conduct that is damaging to the company.

None of our employees is allowed to exploit the business connections of Karl Georg GmbH for their own or another's advantage or to the disadvantage of Karl Georg GmbH.

We undertake not to grant or accept any unauthorised private benefits (e.g. services, assets and money) in business transactions or to give or accept invitations and hospitality that are likely to influence our decision.





## **7. How to handle information**

### *7.1 Data protection and data security*

We collect, process and use personal data only to the extent that this is necessary for the defined, clear and lawful purpose.

We make sure that the use of data is transparent for the data subject and that the data subject's right to access their personal data, to have it rectified (corrected) and, if applicable, to object, to restrict processing and to have their data erased (deleted) are safeguarded.

We are committed to an appropriate standard to secure the processing of information.

All the components of information processing must be secured so that the confidentiality, integrity, availability and verifiability of the information worthy of protection are guaranteed and unauthorised internal and external use is prevented.

### *7.2 Confidentiality*

Every one of our employees must keep confidential any business and trade secrets entrusted to them in the course of their work for the company or which otherwise become known to them and must not to make such secrets accessible to any unauthorised person and must not use them for any improper purpose.

### *7.3 Reporting*

All of our reports, records and communications are clear and comprehensible.

## **8. Social commitment**

We expressly acknowledge our responsibility as citizens of the community in which we maintain our business and we are committed to open communication with all authorities and with social and public interest groups.

## **9. Using the property of Karl Georg GmbH**

Every employee may only use the property of Karl Georg GmbH for business purposes, unless specific rules allow it to be used for private purposes.

Every employee must treat the property of Karl Georg GmbH as intended and with care and protect it against loss and damage.

## **10. Responsibility for compliance**

Every employee is personally responsible for compliance with this Code of Conduct.

Every supervisor shall ensure that the employees in the supervisor's area are familiar with and comply with this Code of Conduct.

Stricter or more detailed guidelines may apply to specific regions, countries or positions, but they are in accordance with these corporate principles.

The first point of contact for each of our employees with questions or uncertainties about our Code of Conduct is their line manager.



## 11. Action in the event of non-compliance

Procedures, practices or actions by employees that are inconsistent with this Code of Conduct must be corrected and will result in disciplinary action.

Depending on the severity of the offence and previous history (e.g. repetition), this may result in a reprimand, a warning or dismissal.

If suppliers or other business partners do not comply with the requirements, non-compliance would be addressed in discussions with the supplier and we would push for action to resolve the issue.

Depending on the severity of the violation and previous history (e.g. repetition), it may also lead to ending the business relationship.

If Karl Georg employees, suppliers or other business partners breach the rules or their behaviour gives cause for concern, management should be informed immediately (***T.Winkel@karl-georg.de***).

Ingelbach-Bahnhof, 28/08/2023

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Managing Director

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