

# GERHARDI

## Code of Conduct of GERHARDI- group on corporate responsibility

### Meaning / Preamble

Our Code of Conduct is the framework for all people working for the GERHARDI - group. The GERHARDI- group comprises the companies GERHARDI Kunststofftechnik GmbH and GERHARDI Inc, AL, USA. It combines our demand for compliance with laws and regulations and our requirements for ethical conduct of our management policy forming the base for our business success. Our Code of Conduct brings together the principles and rules for our actions and forwards our standards to our business partners and third parties. Compliance with this Code of Conduct is the personal responsibility of all employees working for the GERHARDI- group regardless their function and place of work.

### Conduct of business practices

#### ➤ Compliance with laws and regulations

The essential principle of our economically responsible conduct is the observance of and compliance with laws and regulations at home and foreign countries. We observe all applicable legal prohibitions and obligations although this associates short-term economic disadvantages or difficulties for companies or individuals. Provided national laws indicate restrictive rules different to the rules applicable at GERHARDI- group, national right is priority.

#### ➤ Prevention of conflict of interests

In our daily business we may be faced with situations in which the company's interests are in conflict with our personal interests. Due to conflicts of interest, decisions may no longer be taken impartially within the company's sense. Employees who are affected by a potential or actual conflict of interest are obliged to inform their supervisors or the management to obtain a quick clarification.

#### ➤ Fair competition

We are committed to fair dealings with our business partners as well as with third parties and support a fair and pure competition. We behave fair and performance-oriented towards customers and suppliers. Illegal agreements are no means for us to obtain a job. Each employee is obliged to comply with the rules of competition and antitrust law. Violations will not be tolerated and will result in imposing sanctions against the persons concerned.

#### ➤ Prohibition of corruption and bribery

Every form of active or passive corruption is forbidden. Unfair practices will not be tolerated, especially employees may not offer or receive benefits from business partners or officials which may cause a disturbance of an objective and fair business decision or even the appearance of such.

# GERHARDI

## Dealing with colleagues and employees

### ➤ **Equal treatment and non-discrimination**

The respectful and fair dealing with each other is an important part of our corporate culture and the basis for a trusting relationship. A culture of equal opportunity, mutual trust and mutual respect is therefore extremely important to us. No staff is discriminated against or disadvantaged due to his/ her race, color, national origin, sexual orientation, gender, age, disability, religion or belief.

### ➤ **Human Rights**

We respect internationally recognized human rights and support their observance especially we respect the dignity and the privacy rights of our employees (m/f/d) and third parties who we might be in business contact.

### ➤ **Forced labor and child labor**

We reject forced labor and child labor as well as all forms of exploitation explicitly and ensure strict abidance by relevant laws and regulations.

### ➤ **Employment rights / right to collective bargaining / working hours**

We recognize the right of all employees (m/f/d) to form trade unions and employee representatives on a democratic basis within the national regulations and to bargain collectively. Likewise, the right to equitable remuneration for all employees (m/f/d) is recognized. The remuneration and other benefits correspond at least to the relevant national and local statutory standards or the level of national economic sectors / industries and regions. Furthermore, we comply with the currently applicable national legislation on working hours.

## Conduct within society

### ➤ **Sustainable environmental and climate protection**

GERHARDI manufacturing plants and processes are designed to reduce or possibly avoid harmful environmental impacts continuously. By integrating a specific environmental management in all major business and decision processes our environmental performance is no empty word. Environmentally friendly concepts are an important part of our product development. Even at early stage environmentally responsible product characteristics, production processes and workflows must be found to be further developed and constantly optimized. The policies of these concepts refer to customer surveys and statutory and voluntary requirements as well as the personal commitment of our employees (m/f/d). Thus GERHARDI makes a sustainable contribution to an ecologically oriented production.

### ➤ **Safety and health**

We obtain all applicable legal and own requirements referring environmental and working protection as well as energy input, energy consumption and energy efficiency. At high priority are safety at work and the plant safety and will be increased continuously. In compliance with the health management is the continuous improvement of the corresponding process results.

# GERHARDI

## ➤ Donations

We see ourselves as an active member of the society and get involved in different ways. We provide donations and other forms of social commitment for the public benefit. We do not make payments in particular donations and sponsoring to political parties at home and abroad, party-affiliated or party related organizations, individual elected representatives or candidates for political office.

## Dealing with Information

### ➤ Protection of company property, assets

The GERHARDI- group stands for technological competence and innovation. It is in our common interest to protect the companys property and assets. Therefore, we put great emphasis to the responsible use of property and assets of any kind. We use the property and assets properly and carefully and protect it from loss, damage, theft, embezzlement or abuse. The intellectual property of our company consists, among others, of business secrets, patents, trademarks and copyrights as well as of business plans, designs, business papers, salary information and any other unpublished financial data and reports. This intellectual property represents a competitive advantage for the GERHARDI- group and is therefore worthy for protection by defending against any unauthorized access by third parties.

### ➤ Secrecy and Data Protection


Much of the commercial information of GERHARDI- group is confidential or protected by law. Every employee is obliged to keep this information confidential and not forward to unauthorized persons. In the same way we respect business secrets of our competitors, business partners and customers. The obligation of secrecy does not apply if a publication has been approved or is mandatory under law.

We take the necessary actions to protect confidential information and business documents against access and insight by not involved third parties in an appropriate manner. The protection of personal data, in particular of employees (m/f/d), customers and suppliers has got a special meaning for the GERHARDI- group.

Thank you for the strict compliance of the specified rules of conduct in your daily work and your contribution continuing the success story of GERHARDI. All employees (m/f/d) are made familiar with these rules including those just started working for GERHARDI. Violations of the Code of Conduct may have consequences for the employment relationship and other legal consequences under the protection of the principle of proportionality.

The management of Gerhardi - Corporate Group

Luedenscheid, 06.05.2020



Christoph Huberty



Reinhard Hoffmann



Thomas Dinter



Torsten Tomaszewski