

## Fundamentals of business behaviour, sustainability and social aspects

### 1. Human rights and ethical principles

Within the company and in the case of all suppliers and partners, we comply strictly with all human rights, particularly with regard to the dignity of every individual, freedom of opinion and freedom of assembly, zero tolerance with regard to child or forced labour, with fair wages and salaries taking into account all applicable legislation.

Discrimination based on sex, race, skin colour, language, religion, political or other opinion, national or social origin, membership of a national minority, wealth, birth or other status is not tolerated in any form and is punished accordingly.

### 2. Working conditions

Equally we do not tolerate hazardous working conditions or environmental contamination – irrespective of the applicable national statutory standards. Furthermore, we strive to improve general conditions at all times in order to achieve the best possible environment.

### 3. Sustainability

We endeavour to minimise, and in the best case avoid, any possible negative influence on our environment at all times. We attempt to send materials for recycling, thus minimising environmentally damaging single usage. We seek to limit the consumption of electricity, water and other resources to the greatest possible extent.

### 4. Health care

The health of our employees is particularly close to our heart. Within a framework of free benefits such as training courses, consultation with company doctors, check-up appointments and careful and considerate dealings with one another within the company, we promote the health of all staff by means of a comprehensive range of opportunities and provide a contribution to daily as well as long-term well-being.


### 5. Safety

We ensure that the safety of staff within the company is guaranteed at all times by means of various measures such as training for all staff and personalised incoming inspection.

The security of data is likewise guaranteed by means of IT-supported server processes, as the security of customer data and internal documents enjoys the highest priority.

## 6. Principles of business behaviour

- a. **Customer focus**  
We serve our customer, learn from him, and try to develop the best possible solution for him.
- b. **Strategy**  
We conduct business which we understand and which matches our abilities.
- c. **Independence**  
We intend to remain an autonomous, independent company.
- d. **Organisation**  
We strive for as much decentralised organisation as possible but see the need for centralised functions.
- e. **Leadership**  
We emphasise the personal responsibility of every employee and are prepared to reflect critically on our own behaviour at all times.
- f. **Quality**  
We strive for binding quality from our suppliers, reliability of products and services, and high-quality solutions for our customers.
- g. **Staff**  
We want our staff to be motivated and involved.
- h. **Communication**  
We talk to one another openly. We provide information honestly, freely and responsibly.
- i. **Creativity**  
We create an environment in which ideas and progress thrive and promote the creativity of our staff.
- j. **Profit**  
We approve of profit and believe it to be the driving force of the company but without disregarding legislation or our social and ethical principles.
- k. **Law**  
We always operate within the law and do not break it.



Hannes Collenburg  
Managing Partner



Hendrik Niemann  
Managing Partner