

# Code of Conduct

In recognition of the ETI Base Code (Ethical Trading Initiative) as well as of the basic principles of the International Labour Organisation (ILO), we commit ourselves to a sense of social responsibility and to fair and respectful treatment of our employees. These guidelines and agreements are unrestrictedly valid and binding for all employees of Veeser. Based on this, the present Code of Conduct summarises the essential principles and rules for our actions and represents our claim towards ourselves as well as towards our business partners and stakeholders.

## Conduct in business

### Compliance with the law

For us, compliance with laws and regulations is an essential basic principle of economically responsible action. We observe the applicable legal prohibitions and obligations at any times. If national laws have more restrictive regulations than the regulations applicable at Veeser, national laws shall take precedence.

### Fair competition

Veeser stands for technological competence in product and process, customer orientation and motivated employees who act responsibly. For us, bribery or price-fixing are no means of winning business.

## Conduct towards colleagues and employees

### Equal treatment and non-discrimination

A culture of equal opportunities, mutual trust and mindfulness is of great importance to us. We promote equal opportunities and prevent discrimination in the recruitment of employees and in the promotion or granting trainings and development measures. We treat all employees equally, regardless of gender, age, skin colour, culture, ethnic origin, sexual identity, disability, religious affiliation or world view.

## **Human and labor rights**

We respect internationally recognised human rights and support their observance. We strictly reject any form of forced labour and child labour. Veeser respects the privacy and personal rights of its employees. Employees are not physically or psychologically punished, harassed or abused. The working hours of our employees must not exceed the legally prescribed limits.

## **Occupational health and safety**

The safety and health of our employees are equally important corporate goals alongside the quality of our products and our economic success. Occupational safety and health protection are an integral part of all operational processes and are included in the technical, economic and social considerations from the very beginning – starting already in the planning phase. Each of our employees promotes safety and health protection in his or her working environment and complies with the regulations on occupational safety and health protection. Any grievances that may arise are to be reported and rectified immediately. All managers are obliged to instruct and support their employees in the fulfilment of this responsibility. The same safety standards as for Veeser employees shall apply to employees of subcontractors. This is also taken into account during selection and collaboration with subcontractors.

## **Conduct within the Society**

### **Sustainability and protection of environment and climate**

Sustainable environmental and climate protection as well as resource efficiency are corporate key objectives for us. During the product development process as well as in operation of production equipment, we ensure that any resulting impact on the environment and climate is kept as low as possible and that we make a positive contribution to environmental and climate protection. Every employee bears responsibility for conserving natural resources and helping protect the environment and climate through their individual behaviour.

### **Donations**

We make donations and other forms of social commitment solely in the interests of the company. We exercise restraint in giving and accepting gifts and benefits. We do not grant our partners any inadmissible advantages and do not make use of them.

## **Handling of information**

### **Reporting**

Veeser builds on respectful cooperation and value orientation, such as reliability, openness and honesty, credibility and integrity. Thus, we attach importance to timely, open and truthful reporting and communication on the company's business transactions to our employees, business partners and stakeholders.

### **Confidential company information / inside information**

We take the necessary steps to protect confidential information and business records from access and inspection by unauthorized colleagues and other third parties in an appropriate manner.

### **Data protection**

The protection of personal data, in particular of employees, customers and suppliers, is of crucial importance to Veeser. No personal data may be collected or processed without legal admissibility or the consent of the person concerned.

### **Protection of company property**

We use the company's property and resources properly and carefully and protect them from loss, theft or misuse. The intellectual property of our company represents a competitive advantage for Veeser and is therefore a valuable asset, which we protect against any unauthorised access by third parties. We use tangible and intangible assets of the company exclusively for business purposes and not for personal reasons, unless expressly permitted. The type and scope of business trips are always in reasonable proportion to the respective purpose of the trip and are efficiently planned and carried out, taking time and cost aspects into account.

### **Implementation and contacts**

Our managers have a special role model function, are particularly measured against the Code of Conduct in their actions and are the first point of contact for questions on understanding the rules. As part of their management duties, they shall prevent unacceptable behaviour or take appropriate measures to avoid infringements of rules in their area of responsibility. A good and trustful cooperation between employees and managers is reflected in honest and open communication and mutual support.