

## Code of Conduct



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## **1. Preamble**

While a company's success depends on the excellence of its products, its reputation and renown are just as important.

Business success therefore requires MORE. Qualities such as reliability, credibility, trust and collegiality create that certain MORE for which each individual bears personal responsibility. Every single employee makes his or her contribution to the culture, reputation and economic success of the company.

The following Code of Conduct describes our mission statement and our most important basic rules, which are intended to provide our company with a binding framework.

It applies equally to management, executives and each individual employee.

It is a demand we make of ourselves and at the same time a promise to the outside world of responsible conduct towards business partners and the public, but also in our dealings with each other within the company. It is the basis for our corporate policy.

The management and the Works Council have jointly adopted this Code of Conduct. We therefore ask you, dear colleagues, to read through it and use it together with us as a guideline for our activities.

Management/ Works Council:

*Bopp & Reuther Messtechnik GmbH/ Bopp & Reuther Italia SRL*

## **2. Conduct within the group of companies**

### **2.1 Fair working conditions**

We promote a culture of mutual trust and respect. We pay attention to equal opportunities when hiring employees and promote their personal development in our company. We reject discrimination of any kind.

### **2.2 Internal communication**

We distinguish between private and business communication.

Internal communication is an important component of the open and value-oriented corporate culture. It serves to pass on information, transfer knowledge and motivate people. We promote appreciative communication and reject disrespectful communication among ourselves and about third parties.

We ensure a smooth handover of responsibilities to our colleagues during vacations and other replacements.

### **2.3 Feedback culture**

We pay attention to a quick and consistent feedback culture for a positive corporate culture. Reacting promptly and competently to contacts and encounters that come our way promotes a good and understanding working atmosphere.

### **2.4 Social media**

The use of social media is welcomed, but it must not have a negative impact on the interests of the group of companies. Please handle this responsibility consciously, in your own interest and in the interest of your employer.

### **2.5 Handling company property**

We treat company property with respect and care.

We build on mutual trust in the handling of company funds and material assets.

The workplace should be presentable at all times, and in the event of a substitution, procedures must be easily found and accessible.

We exercise due diligence in handling know-how and business secrets of the group of companies and do not disclose them to third parties in order to protect the company in the future.

All information, especially that marked confidential or internal, is the property of the group of companies.

## **3 Behaviour in the business environment**

### **3.1 Customers**

The customer is at the center of our activities. The development of stable, long-term and valuable customer relationships is our highest priority. In doing so, we rely on motivated and responsible employees.

We fulfil our customers' wishes through optimal customer service, high product quality, adherence to delivery dates and reliable, user-oriented technical and sales advice. Each employee is involved in this process in his or her own area and is important for the overall success of the company.

### **3.2 Suppliers**

The Group's purchasing department is responsible for competently procuring goods and services at optimal conditions to meet the required quality of our products and services and for the benefit of the company and its employees. We maintain trusting and fair business relationships with our suppliers. In return, we expect the same respect and integrity from our suppliers.

### **3.3 External communication**

We recognize that internal communication is also reflected in external communication.

We pay attention to appreciative communication.

It does not matter to us whether we are talking about customers, suppliers or other interested parties in the group of companies.

### **3.4 Feedback culture**

We pay attention to a fast and consistent feedback culture in the sense of a positive and holistic corporate image. A quick and competent response to enquiries and messages is of great concern to us.

### **3.5 Interests of the company**

Corporate objectives can only be achieved if there is joint participation in the implementation of strategies and guidelines both at staff level and at departmental level. Corporate objectives must be realistic and achievable. They require the commitment of those who are to achieve them. Objectives are determined together with the managers and pursued with the help of transparent key figures.

Achieving the objectives is done in a collegial manner.

## **4. Cooperation with employee representatives**

For the group of companies, a close and trusting cooperation with the employee representatives is an essential part of the corporate policy. The basis of mutual trust and cooperative interaction is an open and constructive dialogue characterized by mutual respect.

## **5 Cooperation between managers and employees**

Our managers have a special role model function and their actions are particularly measured against the Code of Conduct. They are the first point of contact for questions of understanding. They ensure that all employees know, understand and implement the Code of Conduct.

As part of their management duties, they prevent unacceptable behavior or take appropriate measures to prevent breaches of the rules in their area of responsibility.

## **6. Data protection**

We respect the data protection rights of our customers, employees and other stakeholders.

We collect and process personal data only for specific and legitimate business purposes and in compliance with applicable law.

We protect data from unauthorized access.

## **7 Environmental protection and safety**

The group of companies pays attention to the responsible use of natural resources. Waste must be disposed of in accordance with the law and regulations and should be avoided as far as possible. Each employee is responsible for the protection of people and the environment in his or her area. Every supervisor has the obligation to support his or her team in fulfilling their personal responsibility.