

# CODE OF CONDUCT

of the company Mailhammer-Högl e. K.  
and valid for mailhammer-hoegl innovation & supply oHG

# CODE OF CONDUCT

1. Human Rights
2. Working conditions and occupational safety
3. Operational safety and health protection
4. Fighting corruption
5. Fair competition
6. Conflicts of interest
7. Intellectual property

# CODE OF CONDUCT

8. Export controls and economic sanctions
9. Plagiarism
10. Disclosure of information
11. Financial responsibility
12. Preservation of identity and protection against retaliation
13. Responsible procurement of raw materials
14. Privacy

# 1. HUMAN RIGHTS

We respect the personal dignity, privacy and personal rights of each individual to the highest degree.

We do not tolerate discrimination of any kind with regard to ethnic origin, culture, religion, different ages, disability, skin color, sexual identity, world view and gender.

We expect our employees to respect and uphold human rights in their area of responsibility.

We expect the same level of respect from our suppliers and other business partners.



## 2. WORKING CONDITIONS AND OCCUPATIONAL SAFETY

Integrity and regulatory compliance start at the top of the company.

Mailhammer-Högl e. K. operates in accordance with German occupational health and safety laws. These prohibit the use of child and forced labor.



# 3. OPERATIONAL SAFETY AND HEALTH PROTECTION

All employees are obliged to know and comply with the applicable safety regulations.

Every employee is expected to set a good example by strictly applying safety rules yourself and ensuring that others do the same.



## 4. FIGHT AGAINST CORRUPTION

The company Mailhammer-Högl e. K. does not tolerate any corruption or bribery.

All employees are required to comply with the Company's anti-corruption policies without exception.



## 5. FAIR COMPETITION

Fair competition is a prerequisite for free market development and the associated social benefits.

Each employee is required to comply with all rules of fair competition.

Price agreements with competitors or agreements not to compete or to submit sham bids in tenders are not permitted.

We grant our suppliers fair contractual conditions and expect the same from you in return.



## 6. CONFLICTS OF INTEREST

All employees are required not to allow your business decisions to be influenced by personal interests and relationships with suppliers, customers, competitors, other employees or persons associated with the employee.

## 7. INTELLECTUAL PROPERTY

It is for all employees and suppliers of Mailhammer-Högl e. K. to ensure that access by unauthorized third parties to intellectual property of Mailhammer-Högl e. K., is protected.

The obligation to maintain confidentiality applies beyond the end of the employment relationship, as the disclosure of confidential information is not in the interest of Mailhammer-Högl's business.

e. K. or its customers may be harmed.

## 8. EXPORT CONTROLS AND ECONOMIC SANCTIONS

Embargoes or export controls of the different countries are not taken into account by Mailhammer-Högl. e. K. respected and implemented.

Violations of these regulations can result in drastic penalties, up to and including exclusion from simplified import and export procedures, i.e. disruption of the seamless supply chain.

Our employees are always instructed on the latest status of the various international trade agreements and sanctions.

## 9. PLAGIATE

If we find counterfeit parts of any kind in our factory, this incident will be reported immediately to the relevant authorities.

We consider the risk of plagiarism entering our company to be extremely low.



# 10.

## DISCLOSURE OF INFORMATION

Confidential information and intellectual property are among our most valuable assets. For this reason, we take the utmost care in protecting these assets and respect the intellectual property of others.

We comply with all applicable information protection and cybersecurity policies and have developed controls for sharing confidential information.

# 11. FINANCIAL RESPONSIBILITY

Key business processes are properly documented and relevant financial information is recorded to faithfully reflect business operations with complete reports.

All employees whose activity with accounting or financial data, indicators calculate or mediate, must ensure that these data are accurate.

## 12. preservation of identity and protection from retaliatory measures

We assure all employees who present a complaint will be protected from threats, harassment or other adverse actions within the company.

# 13. RESPONSIBILITY CONSCIOUS PROCUREMENT OF RAW MATERIALS

Mailhammer-Högl e. K. has always acted responsibly in the procurement of raw materials, especially thinking about the legacy for our children as well as the ecological footprint we leave in our environment.

We only purchase PEFC and FSC certified raw materials from our suppliers.

We avoid using raw materials that were obtained illegally or through ethnically reprehensible or unreasonable measures.



# 14. DATA PROTECTION

We always treat the protection of personal data of employees, customers or business partners confidentially and with the necessary care - not only because this is required by law, but because we consider it part of our responsibility as a company.

Acts against an employee's privacy, family, home or correspondence and, attacks on an employee's honor or reputation are prohibited.

