
CODE OF CONDUCT





Introduction

Dear suppliers and partners,

the Code of Conduct forms the basis for the conduct of all employees in our company. It ensures that we work together as a team in a respectful, fair and responsible manner. As a traditional family business, we always strive to set new standards through state-of-the-art technologies and industry-changing innovation. In addition to the economic aspects, we also have a responsibility towards society and the environment, for which we must constantly set new and sustainable standards.

Our values - respect, integrity, responsibility and transparency - are the cornerstones of this Code of Conduct. By adhering to this code, we create a working environment that is characterized by trust and cooperation and that is in line with the highest ethical and legal standards.

We expect all employees to adhere to this Code of Conduct and actively live by it. By adhering to these principles, we help to set new standards. Together, we contribute to a successful and responsible corporate culture.

We thank you for your commitment, your cooperation and your contribution to a better future for us all!



Legal compliance and business ethics

Compliance with laws and regulations

Metallveredlung Neuhaus stands for compliance with legal and contractual requirements and is responsible for its own legally compliant actions. We also expect our business partners and their managers to fully comply with all legal and contractual requirements. Not only should the managing directors and managers explicitly comply with laws and regulations, but all employees of our business partners must conduct themselves internally as well as towards other partners and the public. This includes only entering into business relationships with business partners whose integrity they are convinced of.

Avoiding conflicts of interest

Employees must ensure that their personal interests do not conflict with the interests of the company and disclose any potential conflicts of interest.

Fair competition

Fair and free competition is a prerequisite for a functioning market. This means that agreements, whether in the form of territorial agreements, price agreements or other market-distorting concerted practices, are prohibited. The applicable competition and antitrust laws must be complied with.



Corruption, extortion and bribery

The employees of our business partners may not offer, promise or grant any benefits, favors or other preferential treatment to anyone in order to gain a business advantage. Anti-corruption laws must be complied with at all times.

Export/import controls

All export and import activities must be carried out in accordance with applicable laws and regulations, including compliance with sanctions and embargoes.



Human rights

Free choice of employment

Every employment relationship is based on the free will of the employee. All forms of forced labor and slavery are strictly prohibited. Suppliers must ensure that no use of forced labor, slavery or other involuntary labor is practiced along the supply chain.

Child labor

Child labor in any form is prohibited. All employees must have reached the applicable legal minimum age. Child labor may not take place at any time in the supply chain.

Working hours

Employees' working hours may not exceed the statutory limits. Except in unusual circumstances, overtime must be voluntary and appropriately remunerated.

Wages and social benefits

Employees are entitled to fair remuneration that is at least equal to the statutory minimum wage or the collectively agreed standards. Social benefits must be provided in accordance with the statutory provisions. Employees must be provided in a timely manner with a payslip or comparable documentation on the basis of which they are paid.



Humane treatment

The business partner treats all its employees with respect and dignity. Physical punishment, mistreatment or other forms of violence are unacceptable.

Non-discrimination and equal rights

Discrimination on the basis of gender, race, religion, nationality, disability, sexual orientation or other personal characteristics is prohibited. The selection of new applicants as well as promotions for existing employees must be based on purely objective and objectively assessable criteria. Discrimination based on any of the characteristics listed above is prohibited.

Freedom of assembly

Employees have the right to free assembly and association in accordance with the applicable laws. The prohibition or threat of reprisals in the event of an assembly or association is not permitted.

Health and safety

Safety in the workplace must be a priority. Our suppliers must ensure that their workplaces are safe and comply with all applicable safety standards. This includes the development and implementation of emergency plans to respond appropriately to crisis situations in the workplace. Furthermore, all machinery and equipment must be safe and comply with applicable safety standards.



Environment

Permits and environmental reports

Suppliers must obtain all necessary permits and properly complete necessary environmental reports.

Hazardous substances

The use of hazardous substances must be minimized as far as possible and appropriate measures for their safe handling and disposal must be taken. The supplier must also ensure that its products are free of prohibited substances and substances.

Environmental impact on local people

Our suppliers must ensure that their business practices have no negative impact on the environment and the local population.

Waste water and solid waste

Wastewater and solid waste must be properly treated and disposed of in order to avoid environmental pollution. Unauthorized discharge and disposal of wastewater or waste is prohibited.



Energy consumption and emissions

Emissions into the air must be controlled and reduced to a minimum. The aim and aspiration of our suppliers must be to constantly reduce energy consumption and greenhouse gas emissions and to continuously improve energy efficiency.

Confidential information and intellectual property

All data protection regulations must be complied with. This includes the processing of personal data of employees, customers and business partners. Data worthy of protection must be properly collected, processed, secured and deleted. The handling of confidential information and business secrets must be very careful and considered. Unauthorized people must be denied access to. Third-party knowledge may only be used after it has been lawfully acquired or is generally known. Industrial property rights of third parties may only be used with the express permission of the rights holder.



Compliance with the Code of Conduct

Our business partners communicate the contents of this Code of Conduct to third parties who are used to fulfill the contractual relationship with Metallveredlung. We reserve the right to check the implementation of these contents in an appropriate manner with our business partners. A breach of this Code of Conduct constitutes an impairment of the business relationship. If no suitable countermeasures have been taken within a reasonable period of time, Metallveredelung reserves the right, without prejudice to further rights, to terminate the contractual relationship without notice in the event of serious violations. As a business partner of Metallveredlung in Neuhaus GmbH, we hereby confirm that we comply with the applicable laws, the requirements set out in this Code of Conduct and the basic principles of the United Nations Global Compact.

Place and date

Signature and company stamp