

# Success through Integrity

## Our Principles for Conducting Business



## Commitment

**Dear FRITZ WERNER staff members,**

FRITZ WERNER is a globally operating corporation with a long tradition. The social responsibility towards its employees, its clients and business partners, its investors and towards the general public was and is of great importance to us.

Everywhere and at all times, we as FRITZ WERNER staff abide by the law and legislation, respect ethical principles and act sustainably. Every one of us who acts for or on behalf of our company assumes responsibility in this regard, be it as an employee, as a consultant or as a sales agent.

The present Principles for Conducting Business of FRITZ WERNER form the basis of our corporate culture. Observance of these principles is crucial for the success of our company. In essence, they are based upon the following fundamental values:

### **Fairness**

in dealing with employees and business partners.

### **Reliability**

FRITZ WERNER's employees and business partners can put their trust in the statements of the company.

### **Authenticity**

FRITZ WERNER staff members act in accordance with these Principles for Conducting Business.

### **Professionalism**

FRITZ WERNER staff members enhance their knowledge, skills and abilities in their assignments for staff and business partners of FRITZ WERNER.

### **Entrepreneurship**

FRITZ WERNER staff members identify business opportunities and develop them responsibly.

We live these values – in our day-to-day dealing with each other as well as in cooperating with business partners and third parties.

Therefore, please get acquainted with the contents of these Principles for Conducting Business. They are binding corporate guidelines especially in cases where you act on your own responsibility.

### **The Management**

FRITZ WERNER Industrie-Ausrüstungen GmbH

## Objective

“Success through Integrity – Our Principles for Conducting Business” forms the common framework for FRITZ WERNER Industrie-Ausrüstungen GmbH (subsequently also called “FRITZ WERNER”) under which FRITZ WERNER aims to reach its business targets. A business strategy geared towards ethical standards and the personal integrity of all its employees is a precondition for the credibility and reputation of FRITZ WERNER.

Every member of staff is obliged to know and to observe the relevant laws and statutory regulations, including these Principles for Conducting Business. Any breach can have consequences under the labour law including termination of employment.

## Principle of Good

### Corporate Governance

Good corporate governance protects the legitimate interests of the company and its shareholders.

### Social Responsibility

FRITZ WERNER is aware of its responsibility towards its staff, its clients and business partners as well as towards society and its underlying principles.

FRITZ WERNER and its staff observe the personal dignity of every individual. They do not tolerate discrimination of any kind, neither because of race, gender, disabilities or age, nor because of sexual orientation, religion or belief.

Accordingly, FRITZ WERNER is committed to human rights and to international standards for protection of workers.

FRITZ WERNER is aware of the scarceness of resources, and its actions are guided by the principles of sustainability. This includes a responsible treatment of the environment as well as measures for labour safety and personal security that ensure the physical and mental integrity of FRITZ WERNER’s staff.

## Observance of Laws and of External and Internal Regulations

Strict observance of laws and regulations and of the internal regulations issued for all members of staff forms the basis of FRITZ WERNER’s economic success. Only then is it possible to act in a fair, correct and legally impeccable manner in the business dealings with clients, suppliers and other third parties.

## Ban on Corruption and Benefits for Third Parties

It is prohibited to use corruptive means of any kind for business purposes. Corruption occurs primarily in the form of bribery of public officials or the unlawful act of accepting or granting benefits from or to others.

Corruption leads to wrong decisions of enterprises and national economies that hamper progress and innovation and distort competition. The various forms of corruption are forbidden by law in Germany and most countries of the world.

Good relations to customers and suppliers as well as competitors are a precondition for business success. At no time may undue influence be used in maintaining these business relations: No member of staff may offer or procure improper benefits to or from business partners, their employees or third parties, or demand or accept improper benefits. Gratuities in the form of presents, invitations to business entertainment or events, donations or sponsoring which may be capable of influencing business decisions of partners, may be interpreted as corruption. Even the impression of potential exertion of influence should be avoided.

## Cooperation with Business Partners

For cooperation with certain kinds of business partners and the risks in this connection, FRITZ WERNER has implemented an internationally accepted process adapted to the company’s needs for checking, approving and documenting third parties, which is binding for FRITZ WERNER.

At FRITZ WERNER, every member of staff is obliged to perform this Business Partner Compliance Screening before placing an order with such third parties and/or prior to entering into a contractual relationship with them.

## Fair Competition and Purchase

Freedom of competition is a tremendous economic asset which is protected in Germany and most other countries worldwide through strict laws governing competition and cartels. Prohibited in particular are agreements and concerted practices between competitors causing or aiming at a prevention or limitation of competition. Furthermore, it is not allowed to take advantage of a dominating position in the markets. Any coordination of competitive behaviour between FRITZ WERNER and its competitors that may be of relevance for the competition between them is prohibited.

Giving preference to a supplier or service provider without demonstrable and objective justification is forbidden.

## Export Control and Ban on Money Laundering

FRITZ WERNER ensures compliance with all regulations for the export of goods, services or information in accordance with the prevailing legislation on export control.

## Contact

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FRITZ WERNER also ensures compliance with the ban on money laundering enforced in most countries.

## Conflict of Interests

Through their employment contract, FRITZ WERNER's staff members are obligated to safeguard FRITZ WERNER's interests, to maintain confidentiality on company matters, and not to compete with FRITZ WERNER. In their business activities, members of staff are not permitted to get into a conflict of interest between FRITZ WERNER's interests and their own. In case there is a possibility of such a conflict occurring, members of staff should inform their respective superior thereof.

## Protection of Company Property and of Certain Information

Within their business activities, FRITZ WERNER's staff members are entrusted with the property and assets of FRITZ WERNER. Every member of staff is responsible for the diligent handling and protection of the company's

property.

In the same way, members of staff protect the company's confidential information within the prevailing legislation taking into account obligatory disclosure in connection with statutory provisions and public authority regulations. In particular, members of staff observe the applicable legal provisions and company regulations for the protection of personal data and of data and information security.

## Queries and Options for Whistleblowing

If members of staff are concerned that certain behaviour may be in conflict with these Principles for Conducting Business, or if they suspect the existence of irregularities, they are required to notify this matter accordingly. They can blow the whistle to an external Compliance Officer.

All members of staff are expressly required to make use of this option to report irregularities. No whistle blower will have to fear discrimination or disadvantages.