

Code of Conduct

MEYER Drehtechnik GmbH

This Code of Conduct defines the principles and requirements for suppliers and business partners of MEYER Drehtechnik GmbH with regard to their responsibility for people and the environment.

Management is committed to ensuring fair dealings with customers and suppliers. The Code of Conduct for employees is set out in the work regulations. This includes respect and tolerance vis-a-vis all ethnic groups, as well as equal treatment of all employees. The principles of the Code of Conduct of MEYER Drehtechnik GmbH are described below.

Principles of corporate responsibility and the Code of Conduct for all employees of MEYER Drehtechnik GmbH

Compliance with ethical values is essential to long-term economic success. This includes treating each other fairly and acting in accordance with the prescribed standards in day-to-day business. We see the success of our customers as the key to achieving long-term, sustainable business success and continuous growth, and we understand it as a matter of course to fulfil the requirements of all stakeholders.

Management is responsible for developing a sustainable corporate strategy and its corresponding implementation. In combination with the management principles, as well as quality, safety and environmental guidelines, standards and directives are defined that ensure respectful and dignified treatment of our employees, safe working conditions and a sustainable approach to the environment.

The Code of Conduct contains the following:

- How our management team fulfils its responsibilities.
- How we treat our employees and colleagues.
- What type of conduct customers can expect from us.
- How we deal with our suppliers.
- How we interact with our communities and the environment.

Every manager and every individual employee is understood as being responsible for behaving in accordance with this Code. The behaviour of our managers serves as a role model, as they exemplify the principles of conduct and are committed to them in every situation.

Discrimination

We do not engage in any form of discrimination in terms of recruitment practices, remuneration, training opportunities, promotion or dismissal on the grounds of race, ethnic origin, gender, age, marital status, religion or ideology, disability, pregnancy, sexual orientation or political party affiliation of our employees, and we naturally also require our employees to firmly oppose such discrimination.

Disciplinary measures

We oppose the use of corporal punishment, mental and physical coercion and verbal insults.

Freedom of association

We recognise the fundamental right of all employees to associate for the pursuit of common purposes and goals, and to strive for these together, thereby enabling employees to represent their interests and, in particular, to discuss and negotiate working conditions with us.

Motivation & further vocational training of employees

We consider motivated employees and their identification with the goals of our company to be a key success factor. The promotion of our employees enjoys particular emphasis here. We focus on job-related training that can be applied within the company and on developing and promoting future management potential.

Health & safety

The health and safety of our employees is protected to the highest degree by ensuring a healthy and safe working environment. By complying with all applicable safety regulations in our company, each individual contributes to a safe and healthy working environment.

Wages and social benefits

Wages, salaries, social benefits and other entitlements arising from the employment relationship are paid by us at the end of each pay period in accordance with the applicable statutory regulations. Overtime is paid in accordance with the agreed regulations (usually in the employment contract or in accordance with the Working Hours Act). Each payslip contains detailed information that enables the remuneration for the work performed in each pay period to be verified. These statements are prepared for each pay period and made available to the employee.

Working hours

We ensure that regular working hours do not exceed the number of hours prescribed by law. Overtime may not exceed the number permitted by law, and this must be worked voluntarily and remunerated in accordance with statutory regulations. Employees shall have the right to at least one day off per seven-day period (see Section 3 Working Hours Act [ArbZG]).

Compliance with antitrust & competition law rules

With our high-quality products, innovative solutions and reliability, we compete both openly and fairly on global markets. We do not in any way engage in illegal and/or criminal practices – such as bid rigging – which exclude, distort or restrict competition.

Conflicts of interest & bribery/corruption

Every one of our employees avoids situations in which their personal or financial interests conflict with those of the company. In particular, they are prohibited from acquiring shares in companies classified as competitors, customers or suppliers, or entering into business relationships with them in a private context if this creates a conflict of interest. Such a conflict shall always be deemed to exist if the type and scope of an investment is suitable for influencing actions in the performance of our company's activities in any way.

Our employees hereby unequivocally distance themselves from requesting, accepting and receiving unjustified and unlawful advantages that could influence business decisions or transactions. In similar fashion, none of our employees shall offer, garner (or attempt to garner) unauthorised benefits vis-a-vis business partners, their employees or other third parties in business activities of any kind, or enter into agreements in this regard.

Protection of assets & confidentiality

Each individual is expected to protect the company's tangible and intangible assets, to treat trade and business secrets and customer-related business information confidentially, and to comply with all applicable data protection principles.

Land, forest and water rights, as well as forced evictions

We hereby pledge to fully respect and uphold land, forest and water rights, and to protect against forced evictions. Our actions aim to respect and protect the rights of local communities in relation to their territorial resources, in particular, by avoiding forced evictions and the deprivation of land, forests and waters when acquiring, developing or otherwise utilising these resources.

Suppliers

We place the highest expectations on our suppliers and require them to adhere to the same strict principles in the conduct of their business – in particular, in the treatment of employees – that we apply ourselves.

As an importer, we ensure that goods and raw materials are precisely labelled and classified, and that their value and country of origin are accurately stated. Local customs and import laws, regulations and procedures of state authorities are expressly observed.

Child labour and young workers

We do not tolerate child labour. Like us, our business partners hereby undertake not to employ any person under the age of 15, and to ensure that no employees under the legal minimum age applicable in the respective country are employed.

Like us, our business partners hereby undertake to comply with all legal restrictions regarding the employment of persons under the age of 18. We also expect our business partners to protect the rights of every child against economic exploitation, the performance of work that is dangerous, work which interferes with the child's education and may jeopardise the child's health or physical, mental, spiritual, moral or social development

Forced labour

We do not tolerate (or profit from) any form of forced labour, including debt bondage, forced prison labour, (modern) slavery or human trafficking. Our employees shall be required to immediately report such incidents or other violations of human rights to management or our whistleblower officer, in accordance with the Whistleblower Protection Act.

Rights of minorities and indigenous peoples

We respect the rights of minorities and indigenous peoples and are committed to protecting and promoting them. This includes the recognition of cultural, social and economic rights, equal access to employment opportunities and professional development as well as protection against any form of discrimination or disadvantage.

Environment & recycling

We protect our environment with the use of state-of-the-art systems. Every employee shall play their part in ensuring that high-quality products are produced using environmentally friendly processes. This also includes the responsible use of energy, water and raw materials.

Social commitment

We expressly recognise our responsibility as citizens of our wider community in which we operate our business, and we are committed to open communication with all authorities and social and public interest groups.

Compliance

This Code of Ethics and Conduct has been approved by management and brought to the attention of all employees. Our employees shall adhere to this Code without exception in the performance of their duties. Questions regarding application or interpretation, as well as reports of potential violations, are to be directed to the respective supervisor or to the HR Department.


Measures in the event of non-compliance

Procedures, practices and actions by employees that are deemed to be inconsistent with this Code shall be corrected and will result in disciplinary action. Depending on the severity of the offence and previous history (e.g. repetition), this may result in a warning, reprimand or even dismissal.

Should suppliers (or other business partners) fail to adhere to the guidelines, this would be discussed with them and remedial action urged. Depending on the severity of the offence and previous history (e.g. repetition), it may also lead to termination of the business relationship.

Should employees of MEYER Drehtechnik GmbH, suppliers or other business partners violate the rules or their conduct gives due cause for concern, our employees should immediately inform their supervisor or our whistleblower officer in accordance with the Whistleblower Protection Act, or anonymously post a message in the staff mailbox.


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