

# Code of Conduct of MKN Maschinenfabrik Kurt Neubauer GmbH & Co. KG (MKN)

## Preamble

As a globally active company, all our business relationships are based on a consistent, company-wide sense of responsibility. MKN are always committed to meeting the highest demands of honourable business conduct for our employees, as well as our customers, suppliers and everyone else involved in contributing to the success of our company. In all our activities, we work in compliance with social standards and applicable laws. This understanding concerns all of MKN and all our existing business relationships. Our fundamental understanding with regard to interacting with business partners, employees & third parties, the safety and health of our employees, child labour, discrimination, fair pay, corruption and bribery, as well as environmental protection and information management, have been recorded in the MKN Code of Conduct. As a basis for healthy business relationships, we expect compliance with these principles of conduct by all people and partners involved in the success of the company. The fundamental rules, standards and behaviours required for achieving these goals are specified in this Code of Conduct. This Code applies for everyone who works at or for MKN, i.e. employees. Implementation of the Code of Conduct

Managers and employees of MKN are familiar with the MKN Code of Conduct. Managers and employees are expected to act in accordance with the Code at all times. Managers are to serve as an example here. The executive management are responsible for the creation, implementation and monitoring of the MKN Code of Conduct. Should employees have questions, concerns or suggestions, their respective manager is their first point of contact. Managers provides the executive management with all important information from employees concerning the Code of Conduct so that appropriate measures can be coordinated and introduced if applicable.

## **1. Health and safety of employees**

MKN ensure occupational safety and health protection at the workplace within the framework of the applicable provisions, support the continual further development and improvement of the world of work and provide regular notification of applicable health protection standards, safety standards and safety measures. Applicable laws are complied with. The working environment is shaped in such a way that statutory provisions are complied with and that the health of employees is ensured. A safe and health working environment is a matter of course for MKN and also contributes to increasing the quality of all products and services.

## **2. Equal opportunity and prohibition against discrimination**

As an employer, MKN are committed to maintaining a working environment characterised by fairness, respect and equal opportunity. Employees are able to contribute to this through open, friendly and fair interaction with one another and with business partners. We value all our employees equally, regardless of their race, ethnic origin, sex, religion, world view, disability, age or sexual identity. MKN promote diversity and equal opportunity and do not tolerate discrimination in the workplace. Equal opportunity for employees applies for all aspects of the working relationship, in particular for employment, recruiting, working conditions, training, further development and remuneration. The essential criteria for the development of employees are therefore their individual performance and potential.

## **3. No child labour**

Neither child labour nor any exploitation of children or youth is tolerated by MKN. Only persons who have reached the statutory minimum age may be employed.

## **4. Fair pay**

Compensation paid to employees of MKN corresponds to the statutory provisions, including the laws on minimum pay, working hours and overtime. MKN support the qualification of employees to enable a high level of performance and high-quality work.

## **5. Prohibition of bribery and corruption**

Bribery and corruption, in any form, are rejected and not practised by MKN. Bribes or monetary contributions offering, promising or granting illegal advantages are not tolerated and are prohibited. Every employee of MKN behaves in their business relationships in such a way that no personal dependence, obligation or influence arises. Code of Conduct of MKN Maschinenfabrik Kurt Neubauer GmbH & Co. KG (MKN)

Should gifts be a customary sign of politeness in a given country, MKN ensure that no binding dependences of any kind arise as a result and that the respective national standards and laws are complied with. The highest level of integrity is expected in all business

activities and relationships. All MKN employees are aware that their private interests may not clash with business interests. Potential conflicts of interest must be reported to the respective supervisor.

## **6. Nature and environmental protection**

The protection of nature and the environment is a high priority at MKN. It is only within an intact environment that we can carry out our business activities over the long term. Our commitment includes the continual improvement of our activities, products and processes to avoid harmful effects on the environment to the greatest degree possible. For this reason, MKN strive to exceed both our own standards and broader standards through innovation and continual development.

## **7. Confidential information/Data protection**

Assets belonging to MKN or which are rented/leased by or otherwise in the possession of MKN (e.g. information, materials, deliveries, intellectual property, systems, software and other assets) may only be used by MKN for legitimate business purposes. Confidential data of, and information on, MKN not available to the public at large may not be passed on to third parties outside of MKN. This includes distribution on social media platforms. This obligation also remains in effect following termination of the working relationship with MKN. The private use of MKN assets without permission is prohibited. MKN strictly comply with regulations on the protection of personal data. Confidential information and documentation must be protected from the prying eyes of unauthorised third parties in a proper way. An appropriate standard in line with the state of the art is to be complied with regarding the technical protection of unauthorised access to data and information, as well as loss or destruction. MKN stand for the professional and fair use of social media. Mobbing, hate comments and content which is immoral or against basic democratic order are not tolerated.