

Verhaltenskodex

Code of Conduct



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Preface

Dear Colleagues,

Our mission statement describes what values we share and how we want to work together – yesterday, today and in the future. It gives us a clear target that we need to achieve in order to ensure our company's long-term success. We can only achieve this goal together if everyone is aware of the following internal regulations and that they influence our daily actions and behavior.

For the first time, this Code of Conduct brings together our important basic rules and principles in one document, which are binding for us today and in the future. It offers a framework for orientation and applies equally to everyone.

It places demands on ourselves, but at the same time it is a promise to the outside world for responsible behavior towards business partners and the public, but also in our dealings with one another. Together we have responsibility for the reputation of our company. The misconduct of individuals can cause enormous harm to all of us. Please read the rules of conduct carefully and use them together with us as a guideline for our daily behavior.

We thank you very much for your support.

Knowledge, October 2023




Christoph Schneider
kfm. Geschäftsführer




Christoph Augst
techn. Geschäftsführer

Application of the Code of Conduct

Preamble

Our code of conduct is intended to be a guide for the entire Rainer Schneider GmbH & Co. KG company and therefore applies equally to each of us. Specifically, it is aimed at top management, managers, all of our employees as well as our suppliers and business partners. On the one hand, it represents the demand we place on ourselves to live up to the values and principles listed therein and, at the same time, it signals to the outside world that we behave responsibly towards our business partners, customers and our employees.

Obligation of the company management

The company Rainer Schneider GmbH & Co. KG sees itself as having a duty to act in an economically, socially and environmentally conscious manner. The company strives to conduct its business competently and on an ethical basis. This includes compliance with applicable laws and acceptance of antitrust bans or restrictions on competition. We want to avoid gaining undue advantages over customers, suppliers or competitors.

Corporate values

Open communication with employees

We do not cover up wrongdoing. If employees report actual or suspected misconduct in good faith, we will not tolerate attempts at intimidation or retaliation against these employees. We understand "in good faith" to mean that the employee is convinced that his or her representation is true. This applies regardless of whether a subsequent investigation confirms the employee's version or not.

Team spirit, constructive cooperation

We continually put existing solutions to the test and develop new ideas for the benefit of our customers. To this end, we support and promote constructive cooperation. Your interests and requirements for us are crucial for our work and further development. We are successful in our collaboration thanks to the innovative strength of our employees and their commitment to the individual business areas.

Collaboration standards

We expect all of our employees to always act according to the highest professional standards and company guidelines. If employees violate existing guidelines, rules or regulations in the course of their work or through their behavior, they must expect disciplinary measures.

Dealing with company internals

It is important to us that the products manufactured, the work materials used and the company's intellectual property are handled carefully and responsibly.

Business partner

Dialogue with cooperation partners

All business information of our partners and their trade secrets are treated sensitively and confidentially. Required documents are properly created, stored and, if necessary, destroyed after the end of the collaboration.

customer focus

We behave fairly and honestly towards our customers and business partners. We take the wishes, needs and expectations of our customers and business partners into account to ensure targeted implementation in products, services or other processes. We also support our customers with our know-how and work with them to develop the best possible and most cost-effective implementation of their requirements. Our ultimate goal is to build a long-term and stable relationship based on trust.

Fair competition

We are committed to fair competition and adhere to applicable laws and rules.

Compliance with applicable law

We require our managers to familiarize themselves with the laws, regulations and rules that are relevant to their area of responsibility and to comply with them without exception. Our managers in particular bear a high level of responsibility when it comes to fulfilling the Code of Conduct. The business practices of our business partners and their suppliers must also take applicable laws into account. This applies in particular to import, export and domestic trade in goods, technologies or services, but also to payment and capital movements.

Anti-corruption measures / conflicts of interest

Acceptance of gifts or donations

a) Gifts to our employees

Our employees do not demand or accept personal advantages from customers or suppliers that could influence or influence their own behavior in relation to their work for the company.

If gifts are offered by third parties, these may only be accepted if they are common practice and can be recognized as a courtesy or favor (promotional gifts with the logo of the company giving them, such as calendar or ballpoint pen).

For gifts whose value exceeds the usual amount (< €35.00), the compliance officer or management must be informed. If this is not possible, these gifts must generally be rejected.

b) Gifts from our employees

Gifts from us may also only be offered within a framework that is normal for the business relationship and to a materially appropriate extent. The recipient must not be able to associate this with any obligation that would influence his or her business decisions.

c) Donate

As a matter of principle, Rainer Schneider GmbH & Co. KG does not donate to political parties, individuals or organizations whose goals contradict our corporate philosophy or damage our reputation. The allocation of donations is always transparent.

Bribery and corruption

We do not tolerate any form of corruption or bribery, regardless of whether it damages our company assets or the assets of third parties. We use control mechanisms to ensure that bribery, theft, embezzlement, fraud, tax evasion or money laundering are prevented.

Our employees are prohibited from accepting or giving favors of any kind (cash, trips, gifts, etc.) that are linked to an undue advantage (awarding an order, project award, etc.).

Our business partners are also required to avoid conflicts of interest that pose a risk of corruption.

Environmental and data protection

data protection

We treat all personal data of our customers, business partners and employees with the greatest care. This includes names, addresses, telephone numbers as well as date of birth or information about current health status. Our

Employees are obliged to take all measures to secure data that are suitable to protect our IT system from both internal and external data theft. This applies in particular to misused passwords within the company as well as unauthorized downloading of files, especially inappropriate material from the Internet.

In order to implement strategic and operational data protection in the best possible and goal-oriented manner, we have outsourced this topic to an external company. For further information we refer to our website

www.schneider-kabelsatzbau.de .

Environmental Protection

Protecting the environment and the climate is important to us. Our employees are required to treat all natural resources used in our company (e.g. energy, water) carefully. Our employees are expected to act responsibly in the production and distribution of our products and/or our services. To protect our employees, we comply with all laws and rules relating to health and safety in the workplace. To this end, our environmental protection officer takes measures that are for our benefit

Create a healthy and hazard-free working environment for employees.

Human rights

Prohibition of discrimination

Any form of discrimination is fundamentally prohibited. Regardless of whether it concerns nationality, ethnicity, age and gender, sexual orientation, marital status, pregnancy or disability, or religion or ideology. Promotions and new hires are always free of discrimination.

Protection against child or forced labor

We strictly reject children or forced labor without exception and expect the same from our business partners. School-age children (younger than 15 years old) may not be employed even if the legal requirements of our supplier's respective country would allow this.

Health and safety

We pay attention to safety. Our concern is that everyone works in a safe and healthy environment, regardless of where we are in the world.

- We have clear health and safety standards that we require all employees to adhere to.
- Our standards are continually reviewed to prevent workplace accidents.
- No one comes to work expecting to get hurt.
- We prohibit all forms of alcohol, drugs and the abuse of other substances in the workplace.

Implementation and enforcement

The company Rainer Schneider GmbH & Co. Kg is committed to making the necessary efforts to live up to the principles and values described in this code of conduct.