



PRINCIPLES OF RESPONSIBILITY, CODE OF CONDUCT, ANTI- CORRUPTION AND ETHICS

WERNER BAUSER GMBH

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Foreword

The key to sustainable business success lies in a company-wide corporate culture characterized by integrity, ethics, and personal responsibility. The ethical demands placed on business practices and the workplace are becoming increasingly stringent.

Adherence to ethical values is essential for long-term economic success. This includes fair treatment of one another and acting within the framework of established standards in daily business. We consider our customers' success to be the key to achieving long-term, sustainable business success and continuous growth, and we take it for granted that we will meet the requirements of all stakeholders. Management is responsible for a sustainable corporate strategy and its implementation. Integrity, as well as compliance with laws and ethical principles, are essential elements for maintaining the authenticity of our company (in an ethical and socially responsible manner).

When combined with the management principles and quality, safety and environmental guidelines, standards and instructions are established that ensure respectful and dignified treatment of our employees, safe working conditions and sustainable environmental management.

Our code of conduct is dynamic; it is open to new behavioral norms. Binding legal norms can change – and guidelines can further specify behavioral requirements.

Being part of Werner Bauser GmbH and sharing its identity requires each individual to take responsibility. We are aware that our success and the company's reputation, earned through the daily commitment of our employees, can be damaged by even a single instance of misconduct. The code of conduct must be followed. Misconduct will therefore not be tolerated.

Michael Bauser,
Managing Director

1. Our interactions with each other

We treat each other with respect and fairness at all times – just as we would like to be treated ourselves. We are strictly committed to the equal treatment of all employees and all qualified job applicants. Decisions regarding the conclusion of an employment contract and the structuring of the employment relationship are based solely on objective criteria such as qualifications, proven skills, and performance.

We are committed to equal employment opportunities for all – regardless of origin, skin color, religion, gender, nationality, age, or disability. We expect the same from our suppliers.

2. Our values

As an innovative company, our employees and their expertise are our most important key resources. To maintain and expand this competitive advantage, we cultivate a values-based, customer-oriented, and trust-based corporate culture.

This includes, among other things, the following points:

Respect and fairness:

We treat customers, employees, and partners with respect and fairness. A cooperative and trusting partnership is the foundation for our mutual success.

Willingness to try new things:

We approach our environment with constant curiosity – seeking innovation of both a technical and organizational nature. This curiosity supports our further development and growth.

Authenticity.

We do what we say and say what we do. Without compromise.

Loyalty and honesty:

We promote loyalty, honesty, and constructive criticism.

Proactive open communication:

We communicate openly and honestly with each other.

Continuous learning:

We exchange our knowledge with each other within the team. Our collaboration is characterized by open dialogue and cooperation.

Transparency:

Our processes are designed to be transparent.

Work/Life Balance:

In addition to interesting and varied projects, a healthy work/life balance promotes enjoyment of work.

Family spirit:

Regular meetings with colleagues not only contribute to team cohesion, but also help us to become a well-coordinated team.

Employee motivation & further training

We consider motivated employees and their identification with our company's goals to be a key success factor. We focus on job-related training that is applicable within the company, as well as the development and promotion of future leadership potential.

Health & Safety

The health and safety of our employees is of paramount importance to us, and we provide a healthy and safe working environment. By adhering to the safety regulations in place at our company, each individual contributes to a safe and healthy working environment.

3. Corruption, bribery and corruption

Werner Bauser GmbH expects loyalty from its employees. Business and private interests must be kept strictly separate if a conflict of interest could arise. Accordingly, all employees are prohibited from accepting or granting any kind of benefit to third parties that could, objectively speaking, influence business decision-making.

4. Donate

Werner Bauser GmbH does not make any charitable, political or non-profit donations or investments with the aim of obtaining or retaining inappropriate personal or business advantages or inducing other persons to do or refrain from doing something in relation to the fulfillment of their duties.

5. confidentiality

Trade and business secrets must be treated confidentially. This also applies to other information in whose confidentiality Werner Bauser GmbH and its business partners have an interest.

Such information may not be disclosed to unauthorized persons without permission. This obligation continues even after the termination of the employment relationship.

6. Competitive information

We are always committed to fair and open competition.

Werner Bauser GmbH and its employees are prohibited from using illegal or unethical methods to obtain information that could benefit their competitive position. Stealing protected information, possessing trade secrets obtained without the owner's consent, or inducing current or former employees of other companies to engage in such unauthorized disclosure of information is forbidden.

If we unintentionally obtain information that may contain trade secrets or confidential information of other companies, or if we have questions about the legality of actions, we contact management.

7. Data protection

Every employee must comply with the data protection guidelines applicable at Werner Bauser GmbH. Due diligence must be exercised to protect personal data within the scope of assigned tasks. Any deficiencies identified must be reported immediately to the supervisor or the responsible data protection officer.

Data protection is very important to us – therefore, we have been working with Mr. Thomas Fletschinger, an external data protection officer, since November 1, 2017. If you have any questions about data protection or would like to know what data we have stored about you, please contact our data protection officer:

Werner Bauser GmbH

Thomas Fletschinger
Siemensstrasse 2
78564 Wehingen
Email: dsb@bauser.de

8. Handling of company property and assets

All employees have a duty to handle company property and assets responsibly in every respect. No employee may use company assets or services for private purposes without authorization.

9. Respect for human rights

All employees must respect internationally recognized human rights and commit to upholding these rights.

10. Rejection of child labor

Child labor and any exploitation of children and young people will not be tolerated. The minimum age for admission to employment must not be below the age at which compulsory schooling ends, and in no case below 15 years. All applicable regulations for the protection of young workers will be strictly observed.

11. Prohibition of discrimination

Our employees are our most important resource. This diversity holds great potential. Therefore, we strive to employ people with diverse backgrounds and experiences. No one may be discriminated against on the grounds of race, ethnic origin, gender, religion or belief, disability, age, or sexual orientation.

12. suppliers

We have high expectations of our suppliers and require them to...

In conducting their business, particularly in the treatment of employees, they adhere to the same strict principles that we apply ourselves. As importers, we ensure the precise description and classification of goods and raw materials, the accurate indication of their value, and the country of origin. Local customs and import laws, regulations, and procedures of government authorities are strictly observed.

13. Disciplinary measures

Procedures, practices, or actions of employees that are contrary to this

Violations of the code of conduct must be corrected and will result in disciplinary action. Depending on the severity of the violation and prior record (e.g., repeated offenses), this can lead to a warning, a formal reprimand, or even dismissal.

Should suppliers or other business partners fail to comply with the guidelines, this will be addressed in a discussion with the supplier, and corrective action will be taken. Depending on the severity of the violation and its history (e.g., repeated offenses), this may also lead to the termination of the business relationship. If Werner Bauser employees, suppliers, or other business partners violate the rules or if their behavior gives cause for concern, the management (m.bauser@bauser.de) should be informed immediately.

Werner Bauser GmbH