

OUR TOGETHERNESS – CODE OF CONDUCT GRIESEMANN GRUPPE

BASIC PRINCIPLES

- ▲ "Our togetherness" defines the way we deal with each other throughout Griesemann group and pertains to colleagues as well as business partners. In doing so, "Our togetherness" cannot give particular guidelines. Difficult decisions must always be taken individually, conflicts are solved in the particular situation. However, it forms a frame for handling daily routines of Griesemann group.
- ▲ "Our togetherness" shall guide us to take the right decisions and develop the future of Griesemann group positively.
- ▲ Throughout Griesemann group, conduct shall be within the law, ethically perfect and responsible towards everybody and all natural resources.
- ▲ Our highest aim is to protect our colleagues and safeguard all jobs of Griesemann group on long-term.
- ▲ We want to improve our services and products continuously.
- ▲ We are looking for cooperative and long-term business relations and cherish them.
- ▲ We admit our public-spirited, social responsibility and support numerous non-profit organisations on a regular basis.
- ▲ We take "Our togetherness" seriously. Violating this code of conduct, may cause disciplinary or labour law-related actions.

ETIQUETTE

- ▲ We approach everybody with respect and appreciation - no matter if personally, online, on the phone or in writing.
- ▲ We want to work together confidently and support a working atmosphere encouraging the self-initiative and flexibility of all colleagues.
- ▲ We assist each other professionally and personally. This applies particularly for welcoming and training new colleagues.
- ▲ We trust in our colleagues to live and follow generally accepted social standards - not only privately but also businesswise.
- ▲ Inadequate commitment may cause loss of confidence, so we are always on time and reliable towards our colleagues and clients. We communicate cancellations or delays in due time.
- ▲ We are all part of Griesemann group and contribute our share to the success.

OCCUPATIONAL HEALTH AND SAFETY

- ▲ We protect our health and our fellows' one.
- ▲ We all are invited to use the varied offers for health promotion and to produce new ideas.
- ▲ We are problem solvers and pleased about new challenges that promote our development. So being in sound health and sufficiently refreshed, we handle only these tasks we know well and we are trained for.
- ▲ We always keep all applicable rules for hygiene and infection protection in mind.
- ▲ We never work influenced by alcohol, drugs or medication
- ▲ An initial instruction and regular safety briefings provide us with comprehensive information on occupational health and safety issues.
- ▲ If we work in areas where additional safety regulations apply, particularly our clients' ones, we familiarise ourselves with these regulations.

APPLYING THE LAW

- ▲ We want to behave lawfully and ethically. That is why we observe the general rules.
- ▲ Approaching governments and authorities, we are always genuine and transparent.

- ▲ Griesemann group does not interfere in private activities. In return, we separate political commitment from our jobs at Griesemann group.
- ▲ We observe all applicable anti-corruption rules. Bribery, insider dealings, market abuse, fraud or money laundering must not be tolerated.
- ▲ By no means, we offer, grant, demand or accept any payments, gifts, invitations or favour for preferential treatment or business advantages in return. People who are involved in bribery or corruption must face disciplinary sanctions.
- ▲ We do avoid conflicts of interest. There is such a conflict if a colleague pursues such an issue that is contradictory to the company's interests and influences her/ his ability to take objective decisions. This may be the case regarding other business activities, the participation in certain events or particular contacts. To be on the safe side, we avoid such situations that give the impression of being in conflict with anything from the very beginning.
- ▲ Conflicts of interests can be real but also just recognised as such. Since such situations cannot be assessed easily, we contact our management if we suspect any kind of conflict of interests.

IMPROVEMENT CULTURE

- ▲ The success of Griesemann group also depends on our group-wide cooperation and the continuous improvement of our performances. We want to learn from and with each other. Training and qualification programmes as well as a lot of internal projects are important instruments for that.
- ▲ Each and every one of us is an expert in her/ his field and can easily recognise and name the room for improvement. Ideas of improvement that advance our company and our processes shall be introduced actively.
- ▲ We encourage an open communication and constructive criticism. We appreciate an open and honest communication of problems and conflicts. Keeping the collective in mind, we wish that all colleagues address properly to reputed misconduct throughout all departments and hierarchies. Only this way, we can improve.
- ▲ A mistake that is hidden or not corrected can do substantial harm. Particularly our business can suffer from the slightest mistake during engineering, production or installation. It cannot only cause financial consequences but also be a thread to life and limb. So it is everyone's duty to have risk-sensitive look at everything and to point out every misconduct.
- ▲ No one shall ever have bad feelings or even be punished if a mistake is brought up. In fact, it is important to treat ourselves carefully and to take care of each other.
- ▲ Our quality management puts generally accepted rules into specific process and work instructions.

SUSTAINABLE RESPONSIBILITY

- ▲ We act socially, commercially and ecologically responsible.
- ▲ We assume responsibility that all business ventures are in line with the long-term well-being of our environment.
- ▲ We protect our health and safety as well as the ones of the people living at our locations.
- ▲ If possible, we minimise emissions and effects on ecological systems and use energy, water and other resources efficiently.
- ▲ Predictively, we bear effects on the ecological system, health or safety associated with our activities in mind and introduce appropriate measures to avoid them. In doing so, we count on most modern and adequate technologies.
- ▲ Raw materials, products and waste are handled, transported and disposed safely and eco-friendly.
- ▲ Regarding climate neutrality, hydrogen and power-to-x-technologies are the most important pillars of sustainable industrial processes and concepts of mobility. Griesemann group makes its contribution to realise promising projects by an active and intensive examination of existing processes.

- ▲ Being in line with our branch of industry, we commit to the world-wide responsible-care-initiative of Germany's chemical industry. Root of this matter is the will to constantly improve health, safety and environmental protection, even beyond legal obligations.
- ▲ Besides audits according to ISO 9001 and SCCP that go without saying, we audit energy according to DIN EN 16247-1 regularly.

GENERAL EQUAL TREATMENT

- ▲ Being all sorts of different people is a great chance: Each of us has her/ his very personal share in our workforce diversity and so in the success of Griesemann group.
- ▲ We live the equal treatment principle. No one shall be discriminated against on account of parentage, nationality, skin colour, religion, age, sex, marital status, sexual orientation or handicap.
- ▲ Personnel decisions are taken based upon relevant qualification, aptitude and performance.
- ▲ There is not any dress code at Griesemann group except working clothes depending on occupational safety and client requirements.
- ▲ For the length of time we are working for Griesemann group, the group is responsible for our protection and integrity. This responsibility is taken very seriously.
- ▲ We treat each other with dignity, respect and fairness. We avoid situations that might be inappropriate for others.
- ▲ Actions and behaviour being alright with certain cultural areas but not with other ones are a very sensitive issue. We handle this very carefully.
- ▲ Mobbing and any other humbling, intimidating or hostile action and behaviour must not be tolerated and shall be punished by disciplinary measures.
- ▲ We prevent any behaviour violating or infringing spheres of privacy. We place great importance on preventing any kind of sexual harassment, any suspicion shall be stated and charges might be pressed against that person.
- ▲ We kindly confront people probably being hostile, intimidating or humbling with their behaviour. Managers bear a particular responsibility in this matter.

PROTECTION OF INFORMATION AND ASSETS

- ▲ Properties of Griesemann group and physical assets are essential values. So we protect them against wilful waste, loss, damage, abuse, theft and misuse.
- ▲ Any work equipment, from screw driver to computer, shall be handled carefully just like our own ones.
- ▲ Being intellectual property, patents, trademarks and know-how as well as business secrets, business activities or technologies of Griesemann group are our major assets. So they must be handled with great care.
- ▲ IT and communication systems are used responsibly. Non-digital documents are also maintained and stored properly and appropriately.
- ▲ We respect and protect any kind of intellectual property. Every colleague signed the declaration of privacy and secrecy at the commencement of employment by Griesemann group.
- ▲ Personal data must be protected. Griesemann group respects every single person's fundamental right of protection of privacy. This shall be equally applied to all colleagues, clients and business partners. Currently applicable rules of data protection shall be observed when gathering, using and transferring data.