

Corporate Guidelines of Hüller Hille GmbH

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1 INTRODUCTION

About us:

Hüller Hille - Horizontal 4- and 5-axis machining centers.

Solid. Precise. Tailor-made.

Hüller Hille manufactures high-quality horizontal 4- and 5-axis machining centers. In pallet sizes from 500 x 500 mm to 2,000 x 2,500 mm, our customers receive a sophisticated machine concept based on over 40 years of experience that guarantees the proverbial NBH quality for demanding production: modern, stable premium construction, long service life, high continuous accuracy and the unique tool cassette system. We create individual production concepts for our customers, from single machines to technology system solutions for high-end applications. The innovative NBH series guarantees high productivity and consistent workpiece quality, continuous technical availability, excellent ease of maintenance and service, as well as high application and adaptation flexibility.

For more: www.hueller-hille.com

2 CORPORATE POLICY

The corporate policy is defined by the management, regularly reviewed and adapted to current requirements.

The management commits itself as well as all managers and employees* to the corporate policy, which is described in detail below. The corporate policy has been communicated to all employees through publication and in training courses.

2.1 Employees

2.1.1 Helping to shape the future promotes employee satisfaction

Satisfied employees who identify with their company and their work and to whom they can contribute their knowledge and strengths are the basis for every successful company. We encourage and challenge our employees.

If you want to be part of an innovative, forward-thinking team, you've come to the right place. Participate constructively in innovative topics and develop yourself into key players who lead the company into the future.

2.1.2 Global Company

We do not allow ourselves to be restricted by national borders and our employees gain experience worldwide. With a Chinese investor, we act internationally and open up new industries and markets.

2.1.3 Trendsetting through knowledge and experience

We and our employees always operate at the cutting edge of technology. As part of our personnel development, we promote the potential of our employees and continuously ensure that all employees know and understand the company policy and its requirements. In this way, we simultaneously promote the quality and environmental awareness of our employees.

2.1.4 Work-life balance through flexible working hours

We offer our employees various options for adapting their working hours to individual needs.

2.1.5 Training - for the employees of tomorrow

Whether industrial or commercial training or dual studies. We offer training for a wide range of professions in our company. Interested? Just drop by.

2.1.6 Quality starts with the individual

The overall performance of our company is decisively influenced by the quality awareness of each employee. We promote and demand this with regular qualification measures on QM and methodological competence.

2.1.7 Complaint mechanism:

All employees who have a complaint or concern about a violation of our company policies can report it in a secure and confidential manner. We take all complaints seriously and will promptly investigate and take appropriate action to resolve the issue.

Complaints or concerns may be submitted via email, (including anonymously sent) at the following email address: complaints@hueller-hille.com. All complaints will be treated confidentially and will only be shared with the relevant persons responsible for investigating the incident.

2.2 Customers and business partners

2.2.1 Customer loyalty and satisfaction

We have been serving our customers with detailed expertise for 75 years - and our customers appreciate that. The HÜLLER HILLE brand is popular and internationally known. We invest in the satisfaction of our customers and work together on solutions for the future.

2.2.2 Service orientation

We find a tailor-made solution for every requirement, whether it's a new machine, retrofit, repair or spare parts supply - we have the right package for our customers. Tailor-made, individually adapted to your needs.

2.2.3 Partnership cooperation

The reliability of HÜLLER HILLE is based on a cooperative partnership with our mostly long-standing business partners (customers, suppliers, service providers). Our goal is to jointly develop the future in this strong network in a profitable way for all parties involved.

2.2.4 Complaint mechanism:

Any customer or supplier who has a complaint or concern about a violation of our company policies can report it in a secure and confidential manner. We take all complaints seriously and will promptly investigate and take appropriate action to resolve the issue.

Complaints or concerns may be submitted by email, (including anonymously) at the following email address: complaints@hueller-hille.com. All complaints will be treated confidentially and will only be shared with the relevant persons responsible for investigating the incident.

2.3 Products and innovation

2.3.1 Close to the customer

We have the right solution for your requirements - in a joint journey, we develop it entirely according to your needs. We work on the future of many industries.

2.3.2 Products and innovations

The following applies to our NBH product range: Solid. Precise. Tailor-made. We look forward to working together with our customers on the technological development of our products and services. Further development of our products and services. We continuously invest in new developments in order to offer you the best solutions. Your wishes and your satisfaction are our motivation.

2.4 Quality meets Industry 4.0 - Efficiency through Integrated Management System (IMS)

2.4.1 Industry 4.0

Others talk about it - we live it. One of the big questions is: what is really needed in terms of data and what is our vision and our customers' vision for the future. Industry 4.0 starts precisely with these questions.

With the IMS, we have created a new structure that brings together issues across departments to create standards based on best practice and develop crazy ideas using tomorrow's technology - tailoring the future to you.

Of course, all relevant issues such as legal security, quality, environment, etc. must also be taken into account, as well as the ideas and solution approaches of all internal and external parties.

Each and every one of us is working to develop the company, the products, the employees and thus the future together. You are cordially invited to join us and become a part of this new way of thinking about teamwork.

2.4.2 Living the integrated management system (IMS) efficiently

Quality-conscious as well as ecological thinking and acting has a high priority in the company. Since any entrepreneurial activity also has an impact on products and processes as well as the environment, an active and integrated management system - based on the guiding principles of the corporate policy - is an important component of the company's business operations.

The networking of various management systems (quality, environment, occupational safety, compliance, etc.) allows a fully comprehensive implementation with efficient results for our products. We are committed to the continuous development of the integrated management system and to compliance with all relevant laws and regulations, as well as other quality and environmental requirements that apply to the company's business activities.

2.4.3 Delivering quality means meeting all the requirements placed on the company

Within the framework of the IMS, the requirements of our customers and those of all interested parties are identified, analyzed and evaluated in order to continually realign the company, today and in the future.

2.4.4 Certified quality management system according to ISO 9001:2015 and VDA 6.4:2017

Our certified quality management system covers all products, processes and services of the company. Quality is created in particular through the planned and active pursuit of measures based on the result of the analysis of the requirements and performance of internal processes and their risks and opportunities.

2.4.5 Quality is part of our program

Continuous and sustainable improvement are part of our quality-related business objectives and are implemented as part of a CIP program, based on the values and requirements of customers, employees and society.

These programs are documented, including responsibilities and deadlines and where necessary necessary resources. Important criteria for implementation here are:

- Realization of clear and uncomplicated solutions while maintaining economic efficiency
 - Quick implementation of solutions taking into account available resources.
- error prevention instead of error detection with a view to continuous improvement
 - zero-defect strategy along the value chain throughout the entire product life cycle - from the initial product idea to the development of new products and systems, in the selection of suppliers, all the way to the end customer.

2.5 Environment and social responsibility

2.5.1 Sustainability

We are oriented towards sustainable development, careful use of natural resources, economical use of energy resources and reduction of environmental pollution.

In doing so, we take into account:

- the values and requirements of all key stakeholders
- environmental aspects along the value chain throughout the entire product life cycle - from the initial product idea to the development of new products and systems, in the selection of suppliers, all the way to the end customer.

2.5.2 Retrofit and Smart Services

Every retrofit saves our resources sustainably and makes the machine fit for the future again. With our Smart Services we are faster and solution-oriented at the customer and can advise efficiently.

2.5.3 Environment and compliance

We seek dialog with authorities and the public on environmental protection issues. We communicate ecological aspects openly and transparently to relevant target groups.

We regularly measure and communicate our performance.

2.6 Enterprise-wide synchronization

The definition and responsibility of the company guidelines lies with the management Hüller Hille GmbH.

The responsibility for actively implementing the content extends from the top management level to each individual employee.

Every employee [referred to as "employee" in the text] bears a high degree of responsibility for the quality, safety and efficiency of our products and for achieving our sustainability goals.

3 CODE OF CONDUCT

3.1 Compliance with laws and regulations:

The Company and its employees strictly comply with all applicable laws and regulations, including occupational health and safety regulations, environmental regulations and data protection.

3.2 Ethics and integrity:

The company and its employees conduct themselves ethically and with integrity in all business relationships. This includes the rejection of bribery and corruption and respect for human rights.

3.3 Conflict Resolution:

The Company and its employees resolve disputes and conflicts in an appropriate and professional manner, taking into account all relevant laws and regulations.

3.4 Health and safety:

The company and its employees are committed to ensuring that everyone in the workplace can work in a safe and healthy environment. This includes compliance with occupational health and safety regulations and the prevention of occupational accidents.

3.5 Environmental protection:

The company and its employees are committed to the responsible use of natural resources and the protection of the environment. This includes compliance with environmental protection regulations, the use of environmentally friendly technologies and the responsible handling of waste and emissions.

3.6 Confidentiality and data protection:

The company and its employees protect confidential information and data and treat it confidentially. This includes compliance with data protection laws and the prevention of data leaks.

3.7 Conflicts of Interest:

The Company and its employees will avoid conflicts of interest arising between the business interests of the Company and the personal interests of employees. This includes the disclosure of conflicts of interest and the avoidance of inappropriate behavior.

3.8 Respect:

The Company and its employees respect all individuals regardless of their ethnicity, gender, sexual orientation, religion or other personal characteristics.

3.9 Communication and transparency:

The company and its employees communicate transparently and openly and strive to keep all stakeholders appropriately informed. This includes disclosure of business practices and results, as well as engagement with customers, suppliers, regulators and the public.

3.10 Compliance Program:

The Company maintains a compliance program that ensures that all employees understand and can comply with the principles of this Code of Conduct. This includes training, monitoring and reporting.

4 HUMAN RIGHTS

Hüller Hille is committed to respecting, protecting and promoting human rights in all our business activities and relationships.

Our company strives to respect human rights in all aspects of our business, including our own business practices, our supplier and partner relationships, and our impact on the communities in which we operate. We comply with all applicable laws and regulations and respect international human rights standards, including the UN Charter and the Universal Declaration of Human Rights.

Our commitments:

4.1 No discrimination:

We treat all employees, applicants, customers, suppliers and partners fairly and respectfully, regardless of race, ethnicity, gender, sexual orientation, religion, age, nationality or any other characteristic that is irrelevant to our work.

4.2 No forced labor:

We do not tolerate any form of forced labor, including slavery, bonded labor or human trafficking, and expect our suppliers to do the same.

4.3 No child labor:

We expressly prohibit the employment of children under the legal minimum age and are committed to eliminating them from our supply chains.

4.4 Freedom of association and collective bargaining:

We respect the right of our employees to organize and bargain collectively.

4.5 Healthy and safe working conditions:

We are committed to providing a safe working environment for all employees and to complying with relevant health and safety regulations.

4.6 Respect for the environment:

We are committed to environmentally friendly business practices and are committed to protecting the environment.

4.7 Wages and Benefits:

We are committed to providing fair and reasonable wages and benefits in accordance with applicable laws and industry standards.

4.7.1 Fair Wages:

We ensure that our employees' wages meet or exceed the legal minimum wage requirements.

4.7.2 Social Benefits:

We provide adequate social benefits such as health insurance, pension and other benefits in accordance with applicable laws and regulations. Equal pay for equal work:

We ensure that employees receive equal pay for work of equal value regardless of their gender, race, nationality or other personal characteristics.

4.8 Sustainability:

We continuously work to review and, where necessary, improve the wages and benefits of our employees to ensure fair compensation. In addition, we work to ensure that our suppliers and partners also provide adequate wages and benefits.

We are committed to regularly reviewing and assessing our business activities and relationships for their compliance with human rights to ensure that we are meeting our commitments. We expect our suppliers and partners to do the same and to respect human rights in their business practices.

We carefully investigate complaints of human rights violations and take action to remedy violations. To this end, we work with our employees, customers, suppliers and other stakeholders to have a positive impact on our environment.

This Human Rights Policy will be regularly reviewed and updated to ensure that it continues to meet the highest standards.

5 Compliance Policy

5.1 Introduction

We are committed to promoting fair and ethical competition and complying with applicable laws and regulations relating to antitrust, conflict of interest, intellectual property, anti-corruption, anti-money laundering, data privacy, data security, financial responsibility, transparency, export controls and economic sanctions. This policy sets out our expectations of all employees, suppliers and business partners and serves to ensure transparency, integrity and ethical behavior in our business practices.

5.2 Fair competition and antitrust law

Antitrust Law: We strictly comply with applicable antitrust laws and prohibit any form of anticompetitive behavior, including collusion, price fixing, customer or market allocation, or any other action that restricts or distorts competition.

5.3 Conflicts of interest

Identification of Conflicts of Interest: All employees are required to identify and report potential conflicts of interest, particularly situations in which personal interests or relationships could interfere with the objective performance of their professional duties.

5.4 Protection of intellectual property

Respect for Intellectual Property: We respect the intellectual property of others and ask our employees to respect the copyrights, patents, trademarks and other intellectual property rights of others.

5.5 Anti-corruption and anti-money laundering

Zero tolerance for corruption: We prohibit all forms of corruption, including bribery, inappropriate gifts or favors. Employees must not accept or grant payments or benefits that could create the appearance of unethical or illegal behavior.

Anti-money laundering: We are actively engaged in combating money laundering and are committed to identifying, reporting and preventing suspicious activity.

5.6 Data protection and data security

Protection of personal data: We comply with applicable data protection laws and regulations and take reasonable steps to protect personal data.

Data security: We implement technical and organizational measures to ensure the security and confidentiality of data and to prevent unauthorized access, disclosure or use of data.

5.7 Financial responsibility and transparency

Accounting and financial reporting: We maintain our accounting and financial reporting in accordance with applicable laws and regulations and internationally accepted accounting standards.

Transparency: We promote transparency in our business practices and ensure that information about our activities, performance and financial situation is communicated appropriately and accurately.

5.8 Export controls and economic sanctions

Export Control Compliance: We comply with applicable export control laws and regulations and ensure that our products and technologies are not exported or transferred for illegal or improper purposes.

Compliance with economic sanctions: We comply with all applicable economic sanctions and avoid business relationships with sanctioned individuals, companies or countries.

5.8.1 Trainings and communication

We ensure that all employees receive regular training on fair competition, antitrust, conflict of interest, intellectual property, anti-corruption, anti-money laundering, data protection, data security, financial responsibility, transparency, export controls and economic sanctions to ensure an appropriate understanding of the policy and related requirements. We encourage open communication and are available to our employees for questions and guidance.

This Compliance Policy is binding on all employees, suppliers and business partners. Violations of this policy may result in disciplinary action, including legal action if necessary. We expect every employee to actively contribute to compliance with this policy and to report suspected cases of non-compliance.

Compliance Team Contact: complaints@hueller-hille.com

6 OCCUPATIONAL HEALTH AND SAFETY GUIDELINE

6.1 Introduction

The Occupational Health and Safety Policy defines the procedures and measures implemented in our company to ensure the safety and well-being of all employees in the workplace. This guideline covers the topics of personal protective equipment, machine safety, emergency preparedness, incident and accident management, workplace ergonomics, handling of chemical and/or biological substances and fire protection.

6.2 Personal Protective Equipment

It is mandatory that all employees wear the personal protective equipment provided by the company to the extent required for their respective activities.

6.2.1 Use and Inspection

Personal protective equipment must be used properly and checked regularly for functionality.

6.2.2 Reporting

Employees are required to report incidents or defects in their personal protective equipment to their supervisor immediately.

6.3 Machinery Safety

6.3.1 Safe operation of machinery and equipment

Safe operation of machinery and equipment is a top priority.

6.3.2 Instruction

All employees must be instructed in the safe operation of machinery and equipment.

6.3.3 Tampering with safety equipment

It is strictly forbidden to bypass or tamper with safety devices on machines.

6.3.4 Commissioning and modifications

Risk analyses and safety checks must be carried out before commissioning machines or when making changes to existing machines.

6.4 Emergency Preparedness

6.4.1 Duty to inform

It is important that all staff are informed of emergency preparedness plans and follow them promptly in the event of an emergency.

6.4.2 Accessibility and marking

Evacuation routes and emergency exits must be freely accessible and marked at all times.

6.4.3 Training

Regular emergency drills shall be conducted to ensure responsiveness in the event of an emergency.

6.5 Incident and accident management

6.5.1 Reporting

Incidents and accidents must be reported immediately to the supervisor or the safety department.

6.5.2 Investigation of causes

Investigations shall be conducted to determine the causes of incidents and accidents and take appropriate measures to prevent recurrence.

6.5.3 Potential hazards

All employees are encouraged to actively contribute to the identification and reporting of potential hazards.

6.6 Workplace ergonomics

6.6.1 Working conditions

Ergonomic working conditions are of great importance for the health and well-being of staff.

6.6.2 Workplace design

Workplaces should be ergonomically designed to minimise musculoskeletal strain and other health problems.

6.6.3 Work scheduling

Regular breaks and variation of work activities are recommended to avoid monotonous movements and overload.

6.7 Handling of chemical and/or biological substances

6.7.1 Handling

Handling chemical and/or biological substances requires special precautions.

6.7.2 Information and training

All staff shall be informed and trained on the proper handling, storage and disposal of such substances.

6.7.3 Handling

Personal protective equipment and appropriate safety measures must always be observed when handling these substances.

6.8 Fire protection

6.8.1 Information

All staff must be informed of the locations of fire extinguishers, fire alarms and emergency exits.

6.8.2 Awareness

Regular fire drills and training shall be conducted to raise awareness of fire hazards.

6.8.3 Emergency procedures

It is important that all staff immediately follow the appropriate emergency procedures in the event of a fire.

6.9 Concluding remarks

This Health and Safety Policy serves as a guide for all employees and is intended to help ensure a safe working environment. Each individual is responsible for complying with this policy. If you have any questions or concerns, the Safety Department is always available to help.

7 ENVIRONMENTAL GUIDELINE

7.1 Introduction

This Environmental Policy defines our company's obligations with regard to the protection of the environment. It covers energy efficiency, water quality, consumption and management, air quality, responsible chemical management, sustainable resource management, waste prevention, reuse and recycling, land use and deforestation, noise emissions and other relevant areas.

7.2 Energy efficiency

7.2.1 Improvement

We strive to continuously improve energy efficiency in our operations and processes.

7.3 Water quality, consumption and management

7.3.1 Water quality

We are committed to maintaining and improving water quality by taking appropriate pollution prevention measures.

7.3.2 Water resources

Water resources are used efficiently and water reclamation and reuse strategies are implemented.

7.4 Air quality

We comply with all applicable air quality laws and regulations and implement measures to reduce emissions of pollutants.

Technologies are used to minimise emissions from our operations and vehicle fleets.

7.5 Responsible chemical management

We use chemicals responsibly and comply with all applicable environmental and safety standards.

Measures are taken to minimise the use of hazardous chemicals and promote environmentally friendly alternatives.

7.6 Sustainable resource management

7.6.1 Sustainability

We are committed to the sustainable use of natural resources and promote the use of environmentally friendly materials.

7.6.2 Resource management

Reduction, reuse and recycling are integral parts of our resource management.

7.7 Waste prevention, reuse and recycling

7.7.1 Avoidance and reduction

We strive to avoid waste in all areas of the company and implement measures to reuse and recycle waste.

7.7.2 Disposal

Disposal methods are chosen so that they have the least possible impact on the environment.

7.8 Land use and deforestation

7.8.1 Sustainable land use

We are committed to promoting sustainable land use practices and contributing to the reduction of deforestation.

7.8.2 Sustainably grown raw materials

The use of sustainably grown raw materials is preferred.

7.9 Noise emissions

Wir ergreifen Maßnahmen, um Lärmemissionen zu reduzieren und die Belästigung von Anwohnern und Mitarbeitern zu minimieren.

7.10 Other areas

7.10.1 Legal obligation

Wir verpflichten uns, alle geltenden Umweltgesetze und -vorschriften einzuhalten und kontinuierlich nach Möglichkeiten zur Verbesserung unserer Umweltleistung zu suchen.

7.11 Conclusion

Diese Umweltrichtlinie bildet die Grundlage für unser Engagement zum Schutz der Umwelt. Alle Mitarbeiterinnen und Mitarbeiter sind aufgefordert, ihren Beitrag zur Umsetzung dieser Richtlinie zu leisten. Bei Fragen oder Bedenken steht die Umweltabteilung zur Verfügung.

8 PROCEDURES FOR THE HANDLING OF RESTRICTED SUBSTANCES

8.1 Introduction

This written procedure describes the measures and regulations taken by our company to safely handle substances that are restricted by law. The aim of this procedure is to ensure compliance with all relevant regulations and to protect the health of employees and the environment.

8.2 Identification of restricted substances

8.2.1 Information

It is important that all employees are informed about restricted substances and the associated regulations.

8.2.2 Overview

A list of restricted substances, including their identification and classification, shall be established and regularly updated.

8.2.3 External sources

External sources such as government regulations, ordinances and guidelines are regularly reviewed to ensure that all relevant restrictions are covered.

8.3 Storage and labelling

Restricted substances must be properly stored and labelled to avoid confusion and improper handling.
Lagerbereiche

8.3.1 Storage Areas

Storage areas for restricted substances shall be safe and designed in accordance with applicable regulations.

8.3.2 Unique Identification

All containers and packaging of restricted substances shall be labelled in accordance with the regulations to allow clear identification.

8.4 Training and instruction

All employees who work with or have access to restricted substances must receive appropriate training and instruction.

8.4.1 Training content

Training shall include information on the properties of the restricted substances, the risks associated with their handling and the necessary protective measures and procedures.

8.4.2 Sustainability

Regular refresher training shall be provided to ensure that knowledge of restricted substances remains current.

8.5 Risk assessment and control

8.5.1 Risk assessment

A risk assessment shall be carried out to identify and evaluate the potential hazards associated with the handling of restricted substances.

8.5.2 Risk reduction

Risk mitigation measures are taken to minimise exposure to restricted substances.

8.5.3 Control

The implementation of technical, organisational and administrative controls is monitored to ensure that risks are adequately controlled.

8.6 Documentation and records

8.6.1 Records

Appropriate records shall be kept of the handling of restricted substances, including stockpiles, use, transport and disposal.

8.6.2 Documentation

Documents such as safety data sheets, delivery notes and evidence of proper disposal are kept in accordance with regulations.

8.7 Continuous improvement

8.7.1 Effectiveness review

Regular reviews and audits are carried out to monitor compliance and the effectiveness of the measures taken.

8.7.2 Opportunities for improvement

Opportunities for improvement are identified and implemented to continuously optimise the handling of restricted substances.

8.8 Concluding remarks

This Restricted Substances Handling Procedure serves as a guide for all employees. Each individual is responsible for complying with this procedure. If you have any questions or concerns, please contact the relevant occupational safety or environmental protection department.

9 GUIDELINE ON THE RESPONSIBLE PROCUREMENT OF RAW MATERIALS

9.1 Introduction

This policy defines our company's requirements and standards for responsible sourcing of raw materials. The aim of this policy is to ensure that the raw materials we purchase have been obtained or produced with due regard to social, environmental and ethical considerations.

9.2 Responsible supply chains

9.2.1 Origin of raw materials

We are committed to acting responsibly in our supply chains and ensuring that our raw materials come from legal and ethical sources.

9.2.2 Supplier network

We give preference to suppliers who follow similar standards of social and environmental sustainability.

9.3 Human rights and working conditions

9.3.1 Human rights

We support and respect internationally recognised human rights and are committed to ensuring that our raw materials are not extracted or produced in violation of these rights.

9.3.2 Working conditions

We promote fair working conditions and reject any form of forced labour, child labour or discrimination.

9.4 Environmental impacts

9.4.1 Environmental protection

We are committed to protecting the environment and give preference to raw materials that are produced in a sustainable and environmentally friendly manner.

9.4.2 Environmental impacts

We consider environmental impacts such as deforestation, water consumption, soil erosion and air pollution and strive to source raw materials that minimise these impacts.

9.5 Supplier selection and evaluation

9.5.1 Supplier selection

When selecting suppliers, we consider their sustainability performance and standards.

9.5.2 Supplier evaluation

Regular assessments of suppliers are conducted to ensure that they meet the requirements of this policy.

9.5.3 Continuous improvement

We encourage our suppliers to continuously improve their sustainability performance.

9.6 Transparency and cooperation

9.6.1 Transparency

We strive for transparency in our supply chain and expect our suppliers to provide us with information about the origin and manufacturing process of raw materials.

9.6.2 Cooperation

We encourage dialogue and collaboration with our suppliers to jointly find solutions to sustainability challenges.

9.7 Continuous improvement

9.7.1 Sustainability

We are committed to continuously improving our procurement practices and integrating sustainability criteria into our decision-making processes.

9.7.2 Timeliness

We regularly review and adapt our policy to meet current requirements and developments.

9.8 Training and communication

9.8.1 Training

All employees are informed and trained on the Responsible Sourcing Policy.

9.8.2 Communication

We actively communicate with our suppliers and stakeholders about our expectations and standards related to responsible sourcing of raw materials.

9.9 Final remark

This Responsible Sourcing Policy serves as a guide for our company to ensure that we source our raw materials in a sustainable and ethical manner. Each employee is responsible for implementing this policy. If you have any questions or concerns, please contact the Procurement Department.