

## CoC Code of Conduct

### 5.2 Politik

#### Preamble



The Mayweg company attaches great importance to social and ecological sustainability in its cooperation with business partners as well as in the entire supply chain. In this respect, the Code of Conduct for Business Partners describes the fundamental principles for cooperation with business partners. The principles contained represent minimum standards for our business relationships. It is based on the international guiding principles and principles listed below:

**Universal Declaration of Human Rights**  
**United Nations Global Compact (UNGC)**  
**UN Guiding Principles on Business and Human Rights**  
**UN Convention on the Rights of the Child**  
**UN Convention on the Rights of Women**

We will comply with the relevant national laws and regulations applicable to our business activities and with the principles contained in this Code of Conduct.

Of all applicable regulations, the one best suited to achieve the purpose of protection shall always prevail. Furthermore, the implementation and monitoring of the aforementioned standards by Mayweg and its business partners must be ensured.

**Bribery, venality and other corruption are prohibited.**

For better readability, the masculine form is used. This does not imply any discrimination against the other genders.

#### 1. work

##### 1.1 Prohibition of discrimination

Mayweg refrains from any form of discrimination. In particular, no one will be discriminated against on the grounds of age, gender, sexual orientation, pregnancy, disability, nationality, ethnic origin, skin colour, religion or belief, political opinion, social background or marital status. Discrimination occurs when a person is disadvantaged on the basis of the above-mentioned characteristics or other objectively unjustified circumstances.

Equal opportunities for women and men are ensured in all aspects of education and personal and professional development.

##### 1.2 Fair treatment

Mayweg does not use forced labour or prison labour as a matter of principle.

We ensure that there is no rough or inhumane treatment in the workplace.

This includes in particular sexual harassment, corporal punishment, mental and physical coercion and verbal abuse of employees. Employees must also not be threatened with such behaviour.

##### 1.3 Wages and working hours

Mayweg complies with all relevant laws, regulations and industry standards on wages and working hours. Wages and other benefits shall at least comply with legal regulations and local manufacturing industry standards. They shall be clearly defined and paid or made regularly and in full. Deductions for benefits in kind are only permitted to a small extent and only in reasonable proportion to the value of the benefit in kind. Mayweg shall pay the statutory social benefits and benefits due to employees under national law (e.g. insurance benefits).

## CoC Code of Conduct

### 5.2 Politik

In addition, the composition of the remuneration is regular and communicated to the employees in a comprehensible form. The obligations arising from the employment relationship are set out in text form and handed over to the employee in the form of an employment contract.

Employees shall not work longer than the legally permissible working hours. Statutory rest days are observed. In addition, the Occupational Health and Safety Act applies.

#### 1.4 Freedom of Association

Mayweg guarantees the right to freedom of association. Employees have the right to assemble in accordance with relevant laws and to form or join trade unions and employee representative bodies. Employees also have the right to collective bargaining to resolve workplace and wage issues.

Under no circumstances shall the exercise of these rights be subject to reprisals.

#### 1.5 Health and safety

Mayweg shall provide a safe working environment. Workplaces and work facilities comply with applicable laws and regulations. Any violation of basic human rights at the workplace and in company facilities is prohibited. In addition, fire protection and emergency care requirements in particular must be complied with.

Adolescents (young people) in particular shall not be exposed to dangerous, unsafe or unhealthy conditions that jeopardise their health and development. Employees shall be regularly instructed on health and safety in the workplace.

An employee health and safety officer (Sifa) shall be appointed by management to be responsible for the implementation of and compliance with workplace health and safety standards.



#### 1.6 Disciplinary measures

Disciplinary action must be taken within the framework of national law and internationally recognised human rights. Furthermore, Mayweg respects the right of its employees to terminate their employment.

#### 1.7 Child labour and protection of minors

Mayweg does not use child labour and respects regulations for the protection of minors.

The minimum age of employment must not be below the age at which compulsory schooling ends.

Under no circumstances may employees be younger than 15 years of age (or 14 years of age if permitted by national law in accordance with ILO Convention 138).

National regulations and international standards for the protection of minors must be observed.

In addition, adolescents (young people) are not allowed to work at night.

## 2 Environment

### 2.1 Environmental Protection Laws

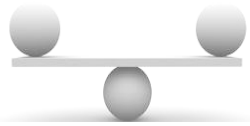
Mayweg complies with the relevant environmental protection laws and regulations.

The company complies with the requirements of waste legislation as well as immission and water protection. All regulations concerning hazardous substances are complied with. This applies in particular to the storage,

## CoC Code of Conduct

### 5.2 Politik

handling and disposal of hazardous substances. The surroundings of hazardous materials and substances shall be labelled.



#### 2.2 Resources and environmental impacts

Environmental pollution is avoided or at least reduced as far as this is possible with proportionate means. Environmental and climate protection as well as the achievement of CO<sup>2</sup> neutrality is an ongoing task that can only be fulfilled by constantly improving the level of protection through the permanent reduction of resource consumption and waste reduction. Mayweg makes appropriate efforts to achieve this within the scope of its business activities.

#### 3. compliance

##### 3.1 Subcontractors

Subcontractors used by Mayweg for the provision of its services are provided with this Code of Conduct. The business partner must inform himself about the content of this Code of Conduct and at least comply with these requirements.

##### 3.2 Notification of violations and duty to cooperate

If Mayweg becomes aware of indications that point to a not insignificant breach of this Code of Conduct, this will be investigated without delay. The investigation may include a description of the violation, the persons involved and the consequences that have occurred or may occur as a result of the violation (e.g. official measures).

The official notification shall be made with due regard for the legitimate interests as well as the rights of employees, in particular data protection and the protection of business secrets.

This also applies to violations at subcontractors of the business partner.

##### 3.3 Audits

Mayweg will make it possible to audit compliance with the Code of Conduct. For this purpose, it will provide written information in response to enquiries and enable on-site inspections of its operations. Mayweg will grant the necessary insight into corresponding documentation for the purpose of the respective audit.

Third parties (e.g. auditors) may be commissioned to carry out the inspection.

Upon request, Mayweg will allow subcontractors used for the provision of services to grant themselves corresponding inspection rights.

##### 3.4 Termination

Mayweg may be given a reasonable period of time to remedy any breach of obligations contained in this Code of Conduct. If Mayweg and / or the business partner allow the deadline to expire without remedial action or if there are repeated breaches, the contractual relationship may be terminated without notice.

Further rights, in particular a possible claim for damages, remain unaffected by this.



## CoC Code of Conduct

### 5.2 Politik

#### **Werkzeugbau und Kunststoffverarbeitung MAYWEG GmbH**

Daimlerstraße 7, D-58553 Halver

Tel.: +49 23 53 / 91 88 0

Fax: +49 23 53 / 91 88 18

E-Mail: [info@imayweg-gmbh.de](mailto:info@imayweg-gmbh.de)