



Rules of Conduct and Sustainability



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MiTec Middeldorf GmbH & Co. KG

Social Principles of MiTec Middeldorf GmbH & Co. KG

- **Compliance with Law and Order**
 - We undertake to observe and to comply with applicable laws and regulations.
- **Responsibilities of employees and executive staff members**
 - Our executive managers and supervisors act as role models; their way of conduct represents the rules of conduct of our company. They are the contact persons regarding the implementation of our rules of conduct and support our employees in case of questions. Executive managers, supervisors and employees are perceived by their environment thus their conduct contributes to a positive perception of the company.

Ethical conduct in the company

- **Human rights, prohibition of child labour and forced labour**
 - We all consider respect for human rights as the most important principle.
 - We do not accept child labour in any division of our company.
 - The children's age must at least correspond to that of compulsory education and in no case be under 16 years of age.
 - All employment contracts are signed on a voluntary basis. Our staff members may terminate their employment contracts at any time.
- **Fair payment and fair working hours**
 - The remuneration received by our staff members complies with the applicable principles of remuneration also considering the laws regarding minimum payment and the laws regarding the remuneration of overtime worked.
 - We take care to ensure that the number of weekly working hours does not exceed 48 hours on a regular basis.
- **Freedom of associations**
 - We guarantee freedom of association within the framework of legal requirements.
- **Prohibition of discrimination**
 - We do not permit discrimination of any kind against employees. This particularly applies to gender, origin, colour of skin, religious preferences, age, pregnancy and sexual orientation.
- **Occupational safety and health protection**
 - Our employees are our working capital. Therefore, we create a safe and healthy working environment.



- Occupational safety and health protection are an integral part of our production processes.
- All employees are required to observe the applicable regulations of occupational safety and instructions for operation. Employees as well as supervisors and executive managers are required to ensure that these targets are met on the basis of safe operation processes.
- **Protection of company property**
 - We commit to using the property and the resources of the company carefully and appropriately and to protect them from loss.
 - This also applies to the use of machines and equipment.
- **Handling of conflict materials**
 - Materials such as gold, tungsten, tantalum and tin, i.e., raw materials from conflict regions, are not used in our manufacturing processes.

Ethical business conduct

- **Fair competition**
 - Corruption, anti-trust violations, bribery and the acceptance of benefits damage our reputation and will not be tolerated. All supervisors and executive managers must be aware of the risks and consequence. If necessary, violations may even result in criminal prosecution.
- **Confidentiality and intellectual property**
 - We assure to protect confidential business information and business documents against misuse by third parties.
 - We respect intellectual property rights and will protect them particularly; the same applies to any information from our customers.
- **Confidentiality and data protection**
 - We undertake to protect the data of our customers, suppliers and contractual partners from access by unauthorized third parties. These corporate principles are implemented by the use of modern information technology and the observance of data security.
- **Commitment to quality**
 - In our business relations, quality is of central importance as well as the basis of a good cooperation with our customers. For this reason, we strive, in cooperation with our customers, to develop the best possible solutions for components and materials for the required applications.



Environmental responsibility

- **Protection of environment and climate**
 - In development and production, we take care to minimise possible consequences for the environment and the climate.

- **Conservation of resources**
 - In the production of our components, we observe the responsible use of raw materials, energy and water.
 - General emissions from our operational processes (air and noise emissions) as well as greenhouse gas emissions are reduced to the necessary minimum by applying appropriate production processes; furthermore, they are adjusted to the requirements when necessary.

- **Implementation of the rules of conduct and sustainability**
 - The contents of this document are handed out to all employees in writing.
 - The management, supervisors and all employees are responsible for the implementation of the rules in everyday work life.