

Business Philosophy

on Personnel, globalisation and sustainability

Our workers and stakeholders are our company's greatest capital. We take all the necessary measures to create humane and enjoyable working environment for and motivated personnel. Therefore, we allow an independent external auditor to monitor the working condition at least once a year. This audit can take place without prior notice. The auditor uses information about current and former workers as well as operational procedures in a confidential manner.

We fight against poverty and corruption.

The company's ethical basic policies comply with the principles of honest trading. Active and passive practice of bribery or corruption is prohibited. Irregularities, once exposed, will be pursued legally and the whistle-blower will be given guaranteed protection without any reprisals.

Social, ecological and economic sustainability are included in the company mission.

The company's business philosophy concerning policies on personnel and declarations of International Labour Organization (ILO) must be given to every employee in writing and in a language that they understand. Non-reading employees will receive these guidelines on an audiotape in a language they understand. The board of representatives may overrule this regulation.

The overall conditions of employees will be continuously improved. Timely management of complaints and claims is part of this strategy. Any efforts to do so are recorded, implemented, and made accessible to all employees.

In addition:

- National laws are ensured; the principles of the International Human Rights and International Labour Organization (ILO) are encouraged and respected.
- A management system with internal audits is installed for permanent improvement process.
- Child labour in any form is not tolerated, and ILO §182, §138 and §146 are respected.
- Forced labour in any form is not tolerated.
- Freedom of association and the right to collective bargaining are acknowledged and granted. If no labor union is present, a system of representatives must be created to represent the concerns and values of personnel.
- Discrimination, including verbal, at the work place is not tolerated.
- Mental or physical coercion, verbal abuses and disciplinary practices are not tolerated.
- Working hours of the company must comply with existing laws and industry standards.
- Working hours will regularly not exceed 48 hours per week. We will not demand overtime on a regular basis and we ensure that overtime does not exceed 12 hours per week in any case. Overtime is voluntary and is paid more than regular hourly wage. Latest after 6 work days one day off has to be granted
- Working hours of less than 48 hours per week may be compensated in the working time account.
- Wages for regular working hours must meet at least legal or industry minimum standards and it must be ensured that the wages satisfy basic needs of the personnel. Wages and piece-rate wages will not be reduced for disciplinary purposes and must not fall below the legal minimum wage. Social contributions and all deductions are duly and correctly remitted according to national law and are transparent.
- The company strives to realize "equal pay for equal work".
- A safe, healthy and environmental friendly workplace is provided and will be monitored constantly by an environment, health and safety (EHS) management representative.
- Occupational health, safety and fire prevention are implemented at a level higher than the minimum standard defined by law.
- Contract/agency/temporary workers are subject to the same rights and duties as permanent workers.
- All subcontractors are expected to comply with this philosophy through their signature.
- Subcontractors, whose gains or turnover from the company are 50% or more, have to observe the same standard and are subject to audit.
- Where there is difference between national laws or ILO Convention, the more stringent is applicable.