

# RMG Messtechnik GmbH

## Our Principles of Conduct



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## RMG Messtechnik GmbH (RMG) - Our Principles of Conduct

Faced with a demanding, complex, and increasingly globalized business world, we often face difficult decisions in our day-to-day business. Our Principles of Conduct provide clear guidelines for our business conduct, as well as the basic rules and principles that govern our behavior now and in the future. It applies to all RMG employees and we expect our customers and partners to conduct their business in accordance with the same principles.

### 1. Scope

Our Principles of Conduct include the central principles and values for all RMG employees in their everyday business. These principles are binding on all RMG employees, including our management and all RMG representatives. All managers should lead by example, display integrity in their everyday business behavior, inform, guide and train their employees in the core business values as set out in this Principles of Conduct guide.

Managing Directors are responsible for implementing the Principles of Conduct and ensure employees of this organization comply with them. RMG will refer its business partners to these Principles of Conduct as well.

### 2. Values and Principles

#### 2.1 Values

Our employees are at the heart of our company and we believe that shared values are essential to what helps us differentiate ourselves from our competitors. Our values are the cornerstones of how we achieve this goal. These values guide us in everything we do, from the important business decision to the behavior of our employees in their daily activities.

The values at the core of our organization are:

**Integrity:** We have open and honest conversations and develop trust.

**Willingness to perform:** Collectively we strive to provide distinguished customer services, continuously developing innovative solutions and evolve individually and as a whole.

**Reliability:** We act as an honest, trustworthy and reliable partner in all business practices.

**Respect:** Our people, and all those with whom we work, are valued, treated fairly and rewarded, making our company an inspiring and enjoyable place to work.

## 2.2 Principles

The following principles apply to all RMG employees and we expect our suppliers to have the same core principles.

### 2.1.1. Compliance with laws

We expect full compliance with all laws, rules and regulations (e.g. customs regulations) applicable to our business. We do not tolerate any form of illegal business practices. Any violation will have serious personal consequences, including, but not limited to, termination of employment.

### 2.1.2. Business Integrity

We base all business interactions on the highest standards of integrity. We strictly reject any and all kinds of bribery, corruption, extortion and embezzlement (covering promising, offering, giving or accepting any bribes).

### 2.1.3. Accurate Financial Accounting

We regard accurate and truthful reporting as well as record-keeping as the basis for an open and effective cooperation with stakeholders and business partners. All business transactions will be recorded completely, accurately and appropriately, upholding any time and system requirements pursuant to applicable accounting standards and corporate policies, guidelines and manuals. Our records and files are complete, orderly and readily understandable. Records are kept as long as applicable law (e.g. HGB) and internal regulations require.

### 2.1.4. No Improper Advantage

We do not offer or grant, directly or indirectly, improper personal benefits (e.g. gifts) to or from anyone in connection with business matters. This applies even if the benefit does not have an influence on a business decision. The only exceptions are low-value gifts of a symbolic nature (no cash payments or equivalents) and business entertainment and invitations to events within the normal and legally allowed customs. We never solicit any personal benefit.

Employees who are uncertain whether to accept a certain kind of benefit should contact their line manager or the responsible Managing Director.

RMG works with commercial agents, distributors, subcontractors and consultants in sales and for other purposes. Commissions and fees paid to these parties should be adequate for services performed. Donations to political organizations or persons in a monetary form, material assets or services as well as sponsoring of and donations to non-political parties require the prior approval of the management in charge. They must not be used to circumvent other regulations in the Principles of Conduct.

### 2.1.5. Observance of Commercial Law

We act in accordance with all trade laws and regulations that apply to our business operations. We only transfer goods, technologies, services or information and deal with capital and payment transactions domestically and across national borders if this



does not violate any of the various applicable national and international trade restrictions. It is a practice and necessity to assess the nature of the goods, the country of their origin or end-use and the identity of the customer/business partner.

#### 2.1.6. Fair Business, Advertising and Competition

We act as an honest, trustworthy and reliable partner in all business activities including advertising. We win business based on the merits of RMG products and services only. We promote and abide by the principles of fair competition in relation to customers, suppliers and competitors. Agreements with competitors and coordinated behavior which may limit competition are prohibited as well as the exchange of confidential information on prices, customers or supplier relations.

#### 2.1.7. Separation of Corporate Interests and Personal Interests

A conflict of interest occurs whenever an employee's private interests interfere with the interests of the company. For example, in any situation where the gain from information attained through employment with the company is used for personal benefit and/or to the detriment of the company. RMG relies on its employees' loyalty in carrying out its business. We do not enter into relationships which appear to create a conflict of interest. Nor can these standards be avoided by acting through a friend, a family member or anyone else. Employees facing a conflict of interest, or uncertainty whether such a conflict exists, are encouraged to contact their responsible Managing Director.

#### 2.1.8. Protection of Assets and Data

Company resources may only be used for company purposes. RMG's property and any of its business partners' property must be handled in a responsible manner and protected against damage, loss and misuse. Intellectual property must be protected against attacks, loss or infringement. Employee activities at work or at home or any other place must not hurt RMG's reputation or any of its business partners' reputation. Any company information which is not in the public domain must be kept confidential and may only be disclosed to colleagues on a need-to-know basis. It may not be disclosed to third parties without prior written permission from your supervisor. These principles apply even beyond the termination of employment with RMG.

As for personal information, RMG protects the reasonable privacy expectations of our employees and everyone we do business with, including suppliers, customers and consumers. We comply with privacy and information security laws and regulatory requirements when collecting, storing, processing, transmitting and sharing personal information.

### 3. Labor

We value our employees, treat them fairly and respectfully, ensure a safe working environment and offer opportunities to develop personally and professionally. We are committed to respecting our employees' fundamental rights and to ensure as much as possible a permanent employment relationship in accordance with national laws and



practices. We respect our obligations in accordance with labor and social security laws, as well as the obligations arising from a fixed employment relationship. In doing so, we are guided by the following principles:

### 3.1 Voluntary Employment

We have no forced labor or involuntary employment. We will never do business with third parties involved in human trafficking or other forms of forced labor.

### 3.2 No Discrimination

We provide fair and equal treatment in order to create a culture of respect, tolerance and diversity. We respect the dignity, privacy and personal rights of every individual and work together respectfully with all colleagues regardless of their gender, race, color, nationality, religion, age, disability, sexual orientation or other personal characteristics. We do not tolerate any discrimination, harassment of any kind.

### 3.3 No Child Labor

We do not employ minors under the age of 15 - even if the local law allows it - and we comply with the Youth Employment Protection Act.

### 3.4 Freedom of Association

We respect the rights of our employees to join or refrain from joining associations of their choice (e.g. works councils and trade unions) unless otherwise prohibited by law, and we make no distinctions against an employee or in favor of an employee when he has joined associations.

### 3.5 Fair Working Hours

The number of hours worked may not exceed the maximum working time permitted by applicable law.

### 3.6 Fair Wages and Social Benefits

Employees are entitled to at least the statutory minimum wage and the prescribed social benefits.

### 3.7 Health and Safety

We work in a safe and healthy working environment and follow or integrate the respective laws and regulations into our business processes. We strive for further development in products and processes in order to continuously improve our high safety standards.

## 4. Environment

We conduct our business operations in a way that protects and sustains the environment in accordance with applicable laws and regulations.

RMG strives to conserve resources and continuously attempts to avoid, reduce and recycle waste as well as to identify environmentally preferable material substitutes or alternatives for

its operations. Our aim is to develop and manufacture products that are safe, energy efficient and minimize impact to the environment throughout their product life cycle. Furthermore, we want to encourage an open dialogue with all relevant stakeholders about the impact of its operations and business decisions on the environment.

RMG constantly reviews its production processes and, where possible, improves raw material and energy inputs, emissions and waste generation. Furthermore, RMG gives preference to in-process waste reduction methods over end-of process treatment or disposal.

RMG strives to prevent emissions into the air, e.g. greenhouse gases or noise, and water domains, wherever possible and feasible. RMG wants to ensure that unavoidable emissions do not have any harmful effects on the people and environment at the site, in the immediate vicinity or in the region.

RMG ensures environmentally safe plants, equipment and overall operational safety through proper maintenance, regular tests and constant monitoring. During the planning, installation and operation of all technical plants and equipment, security regulations are to be complied with to avoid hazards and minimize risks to the greatest feasible extent while considering the environmental impact.

The evaluation of acute and chronic environmental effects exemplary includes, where appropriate, the consideration of:

- controlled and uncontrolled emissions of matter and energy to land, water and the atmosphere
- generation and disposal of solid and other wastes
- use of land, water, fuels and energy, and other natural resources
- noise, odor, dust and vibration

#### 4.1 Responsible Mineral(s) Sourcing

As part of our work, we are aware of the requirements for the use of materials including hazardous substances and so-called conflict minerals in accordance with EU Regulation 2017/821.

Barbara Baumann  
Managing Director

Thorsten Dietz  
Managing Director