



## Code of Conduct

The management commits to observe all legal regulations of our country and to comply with all moral-ethical ideas as laid down in the ETI (Ethical trading Initiative) Basic Code. This includes that all employees of the company comply with the subsequently formulated rules and our corporate culture.

### ➤ Leadership and social interaction

In dealings with each other, but also with supervisors, particular care must be taken to ensure that no one is discriminated against or bullied on the basis of their age, ethnicity, gender or other characteristics. If they become aware of such behavior, all employees can file a complaint anonymously in a letter or in person by notifying the works council or a supervisor. This may also be done by using the following email address: [quality@h-brueninghaus.de](mailto:quality@h-brueninghaus.de). The entries and information will be treated with absolute confidentiality and only the Manager Quality / HSE has access to this account.

Each employee receives a binding employment contract that provides information about all rights and obligations as well as the salary and its components based on the statutory regulations. The legal minimum wage is exceeded even for temporary jobs. Hiring is based solely on professional qualifications without regard to the person, i.e. neither dependent on gender, race, religion, age, sexual orientation, disability, political nor trade union activity. Every employee has the right to join a union.

We prevent accidents. To this end, we employ a company physician, a safety engineer and conduct regular safety training and the legally required medical examinations. In addition, a flu vaccination is offered. Every new employee receives safety and hygiene training when they start work.

### ➤ Dealing with third parties (business partners, suppliers, the public)

The company maintains transparent communication in dealing with suppliers, business partners and the public.

Antitrust laws must be observed in dealings with competitors. Information about prices, price increases, customers and regional activities is prohibited. Technical exchange within the framework of technical working groups such as CETIE, VMV and VLB is permitted.

### ➤ Dealing with gifts and invitations

Gifts and invitations are generally to be declined. Invitations are permitted for extraordinary occasions, for example seminars, farewells, etc., but not > € 100 per person. This also applies explicitly to production employees and suppliers.

### ➤ Allocation of donations and decisions on sponsoring

The company is involved in education, sports and culture through donations or volunteering. The focus here is on the qualification and development of young people, especially those with a migration background or other need.

If possible, the municipality in which the company is located should also be taken into account.

➤ **Handling of information (trade secrets and sensitive data)**

The company commits to maintain confidentiality about all company and business secrets. In general, all employees who handle personal data are obliged to maintain confidentiality. Personal data may only be transferred to third parties with the consent of the employee.

➤ **Responsibility towards nature (environmental protection, resource consumption)**

The company is committed to the careful use of resources. Through the certification according to ISO 50.001, the consumption of resources must be verifiably reduced every year. The manufactured product is 100% recyclable.

➤ **Dealing with complaints and notices**

In general, it is possible to use the e-mail address: [quality@h-brueninghaus.de](mailto:quality@h-brueninghaus.de) - also anonymously - for tips and feedback on behaviour by employees of our company or that of a supplier, business partner or from the public that does not comply with the aspects of this Code of Conduct.

July 2021



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Managing Director



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Works Council

## Aspects of our corporate culture

➤ **Creating value through quality**

Our goal is to be known and accredited as a competitive supplier of proper quality products by all leading European beverage groups, as they usually set standards. This also includes unconditional compliance with all legal requirements and regulations.

➤ **Ensuring food safety and hygiene**

As a manufacturer of a packaging component that is in direct contact with food, we are committed to meet the FSSC 22000 standard.

➤ **Continuously improve processes**

The following areas are subject to the continuous improvement process:

Occupational safety

Product quality

Product safety

Hygiene

Use of resources and energy

The necessary resources and information are provided by the management in order to be able to fulfill the defined key figures, which are regularly checked.

➤ **Sustainable production through conservation of resources**

By committing to the 50001 energy management system, the reduction of energy consumption and improvement of the CO2 balance is a fixed target in corporate planning. The investments in energy saving are supplemented by reduction of scrap, improvement of productivity and quality. 40% of the raw materials used are recycled materials. The product itself is 100% recyclable.

➤ **Promote freedom and responsibility in cooperation**

Only cooperation based on trust can create value. Reliability, collegiality, a focus on results and cross-departmental understanding of the company's concerns are an essential part of the company's success.

➤ **Maintain customer and supplier relationships**

Resilient relationships are ensured by a high level of quality in products, advice and sustainability, not only in terms of energy and resources in the original sense, but also in our dealings with each other.

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