

## **Code of Conduct / Principles of Conduct of LINE Reinraumtechnik GmbH for Employees**

### **Prohibition of corruption & bribery**

We do not tolerate corruption and do not support money laundering. Attempts at bribery are to be reported immediately by each employee to the respective superior. In addition, every employee must observe the regulations and laws against money laundering. All suspected cases of money laundering must also be reported immediately to the respective supervisor.

### **Dealing with donations from third parties**

Contributions from third parties are to be strictly rejected if they are connected with a concrete consideration or could be understood as an attempt to influence. Irrespective of this, all benefits from third parties must be rejected if they violate internal guidelines or laws. Benefits, such as invitations or gifts, may generally only be accepted if they are within reasonable limits and comply with the above-mentioned guidelines.

### **Avoidance of conflicts of interest**

We undertake to strictly separate private and professional interests and to make decisions exclusively in the interests and for the benefit of the company. The use of private advantages from business relationships is prohibited. We conduct ourselves lawfully and undertake to avoid conflicts of interest. Any suspicion of a conflict of interest between private and business matters must be reported immediately by each employee to the respective superior.

### **Discrimination as a taboo and fair treatment of all employees among each other**

We do not tolerate discrimination, bullying and condemn any kind of racism or sexual harassment. Respectful, fair and objective treatment among all employees is our top priority. Every employee is obliged to respect the personal dignity of others.

### **Prohibition of child and forced labour**

We respect human rights and do not tolerate child or forced labour. We also expect this from all our customers, suppliers and partners.

### **Confidentiality of company and business data**

We are committed to absolute confidentiality about company and business data, even beyond the employment relationship. Internal company data may neither be used for personal interests nor made accessible to third parties. This confidentiality applies equally to information we receive from our customers, suppliers or business partners.

**Environmentally friendly actions**

We act in a sustainable, environmentally conscious and resource-saving manner. Each employee is responsible for ensuring that the applicable laws, internal guidelines and regulations on environmental protection are observed in his or her area of work.

**Equal opportunities for all employees**

Equality and equal rights are important basic values for us. Our appreciation is the same for all employees. Therefore, every employee receives the same career advancement or development opportunities and is not discriminated against based on social origin, gender, religion, nationality, age or physical impairment.

**Observance of occupational health and safety standards**

The health of our employees is our top priority. Therefore, every employee is obliged to comply with the applicable laws and regulations on occupational safety and accident prevention. Possible sources of accidents must be reported immediately by each employee to the respective supervisor or, if possible, eliminated by the employee himself/herself.

**Careful handling of company property**

We handle company property carefully and sparingly. Equipment and facilities may only be used for their intended purpose and may not be misused for private purposes in an inadmissible manner.