

schlatter

the secure connection

Code of conduct Schlatter Group 2009



Code of conduct Schlatter Group

This code of conduct describes the business activity principles of the Schlatter Group, of the Supervisory Board and of all employees in all locations.

We are well positioned as worldwide leading plant engineers in the segments of resistance welding and weaving of highly stressed industrial wire cloths. With our continuous improvements, we are aspiring for a long-standing and reliable partnership between customers, employees and shareholders.



Peter Bärtschi, manufacturing specialist since 1973

The secure connection for customers and employees

Accompanying documents:
Guidelines for the compliance of
the anti-corruption legislation
national and international

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Principles and scope of application

The code of conduct sets the principles of the business activity of the Schlatter Group and its subsidiaries, its Supervisory Board and all employees. The Schlatter Group guarantees fairness and sustainability. Therefore it demands ethnically correct and professional behaviour at all times.

Behaviour, personal obligations

Compliance with laws and guidelines



Employees are obliged to comply with local, national and international laws, wage agreements as well as internal guidelines, instructions and regulations at all times.



Control

Each employee is responsible for his own actions. Breaches to the code of conduct are to be reported to the site manager. These reports are treated confidentially.



Communication

Our style of communication is open and honest. The code of conduct has been made public and can be seen by customers, investors, suppliers and other partners at all times.

Environment, security, health, sustainability

Sustainable management is the basis of our long-term economic success. Therefore, we integrate ecological and social concerns into our decisions. We expect our employees to abide by the legal and internal environmental legislations.



Ilona Mitschang, employee in Münster



Benno Hoppler, member of the paramedic group in Schlieren



Jutta Haverkamp, employee in Münster

Safety at work

We attach great importance to safety at work. Where required, we provide the employees with personal protective equipment (PPE). Regular training programmes on the topic of safety at work ensure that all employees are informed about possible hazards at work and can thereby actively help to avoid accidents. On the other hand, we also expect our employees to abide by current regulations concerning safety at work.

**Health protection**

Health protection is a top priority for us. Regular campaigns and measures aim to raise the employees' awareness of the topic. An active case management for absent employees is used to recognise illnesses early on and implement possible reintegration measures on time.

Attractive employer**Remuneration**

We pay fair wages which are in line with the market and are committed to equal opportunities. We also provide an entire range of additional services and thereby position ourselves as attractive employers.

**Further training**

We support our employees through a target-orientated further training policy and thereby they obtain marketability.

**Employee participation**

We regularly carry out employee surveys and where possible implement the suggestions for improvements which result from them. The staff representatives / the works council aim to play an active and important role and are factored into the company-wide decisions in good time.

Leadership

Our way of cooperation is described in our leadership principles.

Interaction with business partners and dealing with information**Integrity**

An essential element of our company culture is integrity. It characterises our daily business activities, our interaction with each other as well as with external partners such as customers, suppliers, authorities etc.

**Outside employment / shareholdings**

Having financial shareholdings with rival businesses, customers or suppliers of materials or services is not allowed. (Exception: listed enterprises)



Employment by the Schlatter Group and any company or person at the same time who is a competitor of the Schlatter Group is not permitted.

**Conflicts of interests**

Interests of the company always have the precedence. Employees and members of the Supervisory Boards are obliged to recognise and openly disclose conflicts of interests. Possible conflicts of interest are to be reported immediately to the direct supervisor.

**Protection of company property**

Employees are obliged to protect the company's property through careful use.



Confidential information

The confidentiality of business information must be safeguarded at all times from external and in sensitive cases also from colleagues. Obligation to secrecy also goes beyond the termination of the employment contract.

**Donations and sponsoring**

Only the site management decides which organisations are to be sponsored. As a result, mainly local institutions or institutions with a social task or in the field of the environment are considered. Individual people or political parties are not sponsored.

**Bribery / corruption / gifts**

We do not tolerate neither active nor passive bribery. In accordance with legal regulations and the criminal law Convention of the Council of Europe on corruption, employees are not allowed to make prohibited payments and offer kick-backs or other financial advantages in order to obtain a purchase order. Corresponding offers are to be reported to the management immediately.

Modest gifts and invitations in accordance with local customs are considered as common signs of politeness between business partners. However, these must not become obligatory.

**Insider trading**

The legal requirements governing insider trading are to be strictly abided by. Thus it is prohibited to use confidential information for trade with securities of the company or with another company involved in any way. Corresponding information must also not be passed on to other people within the company or to outsiders.

Discrimination / harassment

Employees, managers, and external people are obliged to a fair and respectful contact. No one may be discriminated because of their sex, age, race, skin colour, religion, ideology, political views, nationality, disability etc.

The employees as well as the members of the Supervisory Boards of the Schlatter Group are obliged to actively contribute towards the implementation of this code of conduct. Breaches to this are to be addressed and may lead to disciplinary action. In serious cases, the employment contract will be terminated.