

# CODE OF CONDUCT

of RABENSTEINER Präzisionswerkzeuge GmbH & Co KG

Our Code of Conduct serves as a guideline for all persons and employees who work at the company. It commits us to comply with valid laws and to ensure an ethical conduct towards our customers, suppliers, employees and all persons and institutions who are in contact with our company.

## CONDUCT OF THE OWNERS / COMPANY MANAGEMENT

Rabensteiner GmbH & Co KG complies with all valid laws and strives to always act in a fair, economic, socially acceptable and environmentally conscious manner when carrying out its business. This of course applies towards all partners, employees and all persons associated with Rabensteiner in an internal and external relationship.

## CONDUCT OF THE WORKFORCE / TEAM SPIRIT

Our employees are the heart of our company.

Their conduct towards one another and towards our customers and suppliers forms the basis for the company's success. In his/her work, every employee strives to contribute to the team and to conduct himself/herself in a loyal, fair and socially acceptable manner. Any form of discrimination in the internal relationship or externally is strictly prohibited.

The entire workforce undertakes to apply maximum discretion when using information to handle orders. The obligation of the entire workforce to observe discretion and non-disclosure also does not end after the employment relationship has ended.

## COLLABORATION WITH EXTERNAL PARTNERS

Rabensteiner maintains business relationships with customers, suppliers and institutions in diverse areas worldwide. However, the collaboration with our partners is governed by rules that are valid for everyone.

- » Compliance with laws and regulations
- » We do not tolerate any form of corruption or bribery.
- » We do not procure any advantage whatsoever for ourselves through unethical behaviour.
- » Our partners undertake to keep all supply chains free of child and forced labour.
- » Any impact on the climate is to be avoided wherever possible.
- » Environmentally friendly conduct should be observed at all times.
- » Human and employee rights
- » Donations and contributions
- » We feel obligated to fair competition and conduct ourselves accordingly.
- » Any form of discrimination is strictly prohibited and categorically rules out any form of collaboration.
- » We only use information from customers and suppliers to handle orders and to procure production resources.

## DATA PRIVACY

We only use customer and supplier-related information to handle orders and to procure production resources.

We only process data that has been provided to us by customers and suppliers for the purpose of upholding our business relationship.

## IMPLEMENTATION

The workforce and the company management of Rabensteiner Präzisionswerkzeuge GmbH & Co KG undertake to do everything to comply with these rules.