

Code of Conduct of Richard Weiss GmbH & Co. KG

Preamble

This Code of Conduct is valid for all staff members and business partners of Richard Weiss GmbH & Co. KG. It defines the values, principles and procedures, which regulates our business activities. The aim of the management is the compliance with ethic norms and the creation of a working environment, which promotes integrity, respect and fair behaviour.

Compliance to domestic and foreign Laws and other Provisions

All business decisions and activities of Richard Weiss GmbH & Co. KG will be driven by the compliance to valid laws and other decisive provisions of domestic and foreign territories. Integrity and honesty promote a fair competition, also in relation to our customers and suppliers.

Commitment of the Management

We act in the obligation of economical, social and environmentally awareness. Therefore our aim is to act with competence and ethical behaviour and to protect a fair competition in all markets in complying with effective laws on cartel bans, competition and competition limitations. All unfair advantages for customers, suppliers and competitors have to be avoided.

Conflicts of Interests

Richard Weiss GmbH & Co. KG expects from her staff loyal behaviour to the company.

Therefore it is not allowed to gain personal and/or financial advantages out of the position at Richard Weiss GmbH & Co. KG. Holding stakes on competitors, customers or suppliers are leading often to conflicts of interests and are not allowed. Exceptions can be authorized by the management, if there is no risk of conflict of interests.

All staff members have the obligation, to promote the legitimate interests of Richard Weiss GmbH & Co. KG as far as possible. Any situation of competition has to be avoided.

Each real or possible conflict of interest has to be indicated and to be discussed with the management.

Ban of Corruption

Richard Weiss GmbH & Co. KG is against corruption and bribery. All behaviour, where business is driven with dishonest means is not tolerated. Staff of Richard Weiss GmbH & Co. KG are not allowed to offer benefits to business partners or receive such benefits from them, which could impair an objective and fair business decision or even seem to do so.

Fair Working Conditions

All staff members of Richard Weiss GmbH & Co. KG have to take care of a safe and healthy environment. Therefore all safety rules and practices have to be observed strictly.

Acting as socially responsible employer Richard Weiss GmbH & Co. KG regards her staff as big value. Personnel policy of Richard Weiss GmbH & Co. KG contributes to the professional and personal development of all staff. Open and constructive discussions and ideas will be promoted.

Richard Weiss GmbH & Co. KG deplores illegal discrimination or disturbance, not regarding which type.

Handling internal Knowledge

All staff of Richard Weiss GmbH & Co. KG are committed to a fast and smooth information exchange within the company. Information have to be transferred correctly and completely to the corresponding position, if are no preferential interests in exceptional cases, especially because of non-disclosure duties. Relevant knowledge shall not be held back, falsified or transferred selectively.

All information in relation to customers of Richard Weiss GmbH & Co. KG are principally confidential.

Handling of Assets

All staff of Richard Weiss GmbH & Co. KG are responsible for the proper and conservative treatment of the assets of the company. All personal have to protect the assets against loss, damage, misuse, theft, fraud or demolition.

Non-Disclosure and Data Protection

All business information of Richard Weiss GmbH & Co. KG are confidential or legally protected, which implements the duty of non-disclosure. The duty of non-disclosure refers especially on information related to customers and their products.

Publications of any kind need to be approved in written by Richard Weiss GmbH & Co. KG.

All personal information on staff, customers, business partners and suppliers as well as others will be used accurately and confidentially under full respect of all data protection laws.

Implementation and Survey

The rules being implemented in this code of conduct are an essential part of the company culture. The compliance with these rules is essential. Each staff member is responsible for the compliance.

In case a staff member recognizes a breach of these rules, he / she shall inform the management. This can also be done anonymously. Richard Weiss GmbH & Co. KG does not accept, that staffs, who reveals a non-compliance, suffers any disadvantage.

Responsibility

All staff of Richard Weiss GmbH & Co. KG are bound to these rules. Non-compliances to this code of conduct will lead to consequences. In serious cases this may lead to a termination of the work contract.