

Rules of behaviour

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Preamble

ALZTEC GmbH is a mechanical engineering company that operates successfully both nationally and internationally with innovative solutions in the fields of engineering, conveyor technology, special machinery and polysilicon.

Every company has a responsibility towards its employees, the environment and society in general. ALZTEC GmbH is committed to fulfilling this responsibility.

All employees and members of the management of ALZTEC GmbH are bound by the provisions of this Code of Conduct. It sets out the purpose of the company and the associated ALZTEC-typical values and business principles on which we base our actions.

1. Our values

WE ARE ALZTEC!

Our jointly developed mission statement contains the following points

- We enjoy our work!
- We can do something!
- We do our best!
- We are getting better and better!
- We help each other!
- We have fun together!
- We grow with our tasks!
- We offer our customers more than they expect!
- We treat each other with respect and fairness!
- We pay great attention to safety and maintaining the health of all employees.

We achieve our goals together.

We draw our strength from the constructive and respectful cooperation between shareholders, management and all employees.

Our actions are characterised by respect and appreciation for people and the environment.

What we have in common is our enthusiasm for a positive interpersonal atmosphere, mutual trust, reliability and entrepreneurial thinking and behaviour at all levels.

We strive for a long-term partnership with our business partners that is characterised by fairness, trust and reliability.

We reliably achieve our goals through flexibility, commitment and experience.

Our expertise and our innovative technical solutions ensure success.

2. Prohibition of discrimination and dealing with each other

We evaluate our employees and the employees of our business partners solely on the basis of performance-related characteristics. Therefore, no one may be discriminated against on the basis of their nationality, race, skin colour, gender or other characteristics that are subject to applicable legal protection. We welcome the co-operation of women and men of all nationalities, cultures and religions.

Every employee must be aware that their misconduct will be attributed to ALZTEC GmbH and may damage the company's reputation in the market. We expect all employees to treat their colleagues and third parties respectfully, objectively and fairly. We do not tolerate personal insults or sexual harassment under any circumstances.

3. Human rights

We respect the human dignity, personal rights and privacy of all employees and people with whom we maintain business contact. We are committed to the "Universal Declaration of Human Rights" of the United Nations.

We promote a culture of openness and honesty in our company, in which inappropriate behaviour can be openly addressed and remedied.

4. Labour law

We naturally observe the applicable national labour law wherever we operate. Employment relationships are based on voluntariness and can be terminated by employees at their own will and in compliance with a reasonable period of notice specified in the employment contract in accordance with the statutory provisions. Remuneration, including wages, overtime and fringe benefits, shall be at least equal to or higher than the amount stipulated by applicable law.

5. Child labour and young workers

Child labour is prohibited. The minimum age for admission to employment in accordance with national regulations is observed. If there are no state regulations, Convention 138 of the International Labour Organization (ILO) applies accordingly. According to this, no children under the age of 15 may work directly or indirectly, unless the exceptions in Articles 6 and 7 of the ILO apply.

We adhere to the Youth Labour Protection Act.

6. Freedom of association

The fundamental right of all employees to form and join trade unions and employee representative bodies is recognised.

7. Health and safety at work

Compliance with all relevant national regulations on occupational and plant safety in the company is one of the basic prerequisites for responsible interaction with one another. We continuously focus our attention on the safety of our employees in the workplace and take the necessary precautions to fulfil the applicable legal requirements and, in addition, to counter recognisable hazards in good time in accordance with our applicable occupational health and safety guidelines.

8. Data protection

We respect the rights of our employees as well as the rights of third parties with regard to their personal data and take the necessary precautions to ensure that the collection, processing and use of personal data only takes place in strict compliance with the applicable regulations.

9. Our products

As a leading technology company, we develop innovative solutions and manufacture sophisticated products for the individual needs of our customers. We research, develop and work for the benefit of the people who use our products. Our products are subject to stringent safety and quality requirements. We see the fulfilment of these requirements as part of our responsibility towards the people we work for.

10. International trade

We respect the rules of international trade law. We do not export or import any substances, products or technologies that are subject to legal controls and require an export or import licence without the approval of the relevant authorities. We also observe sanctions lists.

11. Environmental protection and ecological responsibility

Environmental protection is a central component of sustainable corporate development, with which we want to maintain the competitiveness of our company and at the same time fulfil our social responsibility.

Our company is committed to the responsible and careful use of natural resources. We promote the development and use of environmentally friendly technologies in all areas of our company and especially in our products. Compliance with environmental standards based on the applicable legal regulations is an important part of our corporate policy on environmental protection.



We expect our employees to promote the sustainable use of natural resources in the company in their working environment.

12. Protection of trade secrets

Every employee is obliged to treat business information confidentially, to take precautions against unintentional disclosure and to use the information only to the extent necessary in the interests of the business.

We expect all employees to handle confidential information they have received from customers or business partners just as responsibly as they handle their own company's information and, in particular, to strictly adhere to confidentiality agreements. All employees are prohibited from illegally obtaining business secrets.

Unauthorised access to internal information can cause considerable damage to the company. We therefore take all necessary precautions to ensure that our internal data and information in data traffic and storage as well as all internal documents and records are protected in their creation, management and storage in accordance with our applicable guidelines.

We respect the copyright and patent rights of third parties.

13. Protection of company assets

We expect every employee to handle the company's property, in particular operating resources such as equipment, goods, office supplies, etc., responsibly and sparingly and to use them only for business purposes.

Innovative products and solutions are of the utmost importance for the development of our company. Inventions made by employees or third parties for use by our company must be legally protected to an appropriate extent. No employee may disclose technical trade secrets to project partners or other third parties without special authorisation and confidentiality protection.

14. Behaviour in the event of conflicts of interest

All employees must avoid conflicts between their personal interests and the legitimate interests of the company when dealing with business partners, employees or third parties who have a business relationship with ALZTEC GmbH.

It must be ensured at all times that business relationships are determined exclusively by objective criteria. The same applies to personnel decisions. Any intended secondary employment of an employee for a company with which we have a business relationship or a possible competitive relationship must be reported immediately.

No employee of our company is permitted to use their knowledge of internal processes for the purpose of personal gain or the gain of another.

15. Integrity in relationships with suppliers, customers and authorities

We want to impress our customers with the quality of our products and services alone.

Under no circumstances do we allow our employees to grant or accept benefits that constitute a commercial advantage or bribery/corruptibility within the scope of the statutory provisions.

We expect our employees to select suppliers solely on the basis of the criteria defined by the company, such as price, quality, technology, reliability, etc. Employees must treat suppliers and customers fairly, without any favouritism or discrimination on personal grounds.

We expect our employees not to offer or grant any unlawful advantages in their business dealings or dealings with authorities, nor to demand or accept such advantages from others.

16. International business activities

We offer products and services worldwide. In doing so, we ensure that the laws and regulations in every country in which we operate are complied with. We are committed to complying with all relevant laws and regulations in the country in which we operate. Our employees who maintain business contacts with international customers and suppliers must understand the requirements and restrictions for their business activities.

17. Communication and transparency

We ensure that our reporting to government bodies and business partners is truthful and complete and complies with legal requirements at all times. We ensure that our financial statements contain correct documentation of business transactions in compliance with internal and external accounting regulations. We take responsibility for the proper maintenance of all business records.

We work cooperatively with the authorities and support them in their work while respecting our rights. Our employees must comply with the applicable law when dealing with public authorities and ensure the necessary transparency.

18. Social commitment

We are aware of our social responsibility and support social and cultural organisations and projects.

We always keep an eye on the interests of the company and its owners and ensure transparency in the use of funds and the objectives pursued.

We expressly welcome our employees' own initiative in the social sphere.

19. Implementation of the Code of Conduct

We ensure that all employees are aware of this Code of Conduct and we expect them to comply with it. ALZTEC GmbH is available to advise and support all employees to ensure compliance with this Code.

We rely on the support of all employees in complying with the Code of Conduct and encourage them to report violations and possible improvements. Every employee has the opportunity to report directly to the management, line manager or person directly responsible for the matter. Alternatively, it is possible to use the "grievance box" anonymously.

The information, questions and concerns obtained in this way are treated confidentially and documented as far as possible.

We will remedy violations as quickly as possible and, if necessary, penalise them with the means at our disposal. We ensure that no employee suffers disadvantages as a result of reporting violations.

Possible improvements are discussed by the management and implemented if necessary.

This code of conduct is re-instructed and handed out annually.

Trostberg, 29/02/2024

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