

# Code of Conduct



## Preface

This is our mission statement for corporate culture, the Code of Conduct.

It describes which values we share and how we want to work together today and in the future. It is the goal that must be achieved in order to ensure the long-term success of our company. We can only achieve this goal by working together.

Our values such as personal responsibility, openness and transparency as well as ethically correct conduct in accordance with the law at all times plays a particularly important role here.

For the first time, this Code of Conduct sets out our important basic rules and principles in one document, which for us already exist on a daily basis and we will be binding in the future. It provides an orientation framework and applies to all of us equally - for the management, for the executives and for each individual employee. It imposes a demand on us, at the same time it is a promise to the outside world for responsible conduct towards business partners and the general public, but also in dealing with each other within the of the company. Together, we have the responsibility for maintaining the reputation of our company. The misconduct of an individual could be of great concern to all of us and can cause enormous damage. We therefore ask you, dear colleagues and customers/suppliers, please read this Code of Conduct carefully and use it together with us as a guideline for daily behaviour.

The management of the Kunststoff-Institut Lüdenscheid  
Kunststoff-Institut f. d. m. W. NRW GmbH (K.I.M.W.): Dipl.-Ing. Stefan Schmidt  
KIMW Prüf- und Analyse GmbH: Dipl.- Ing. Jörg Günther  
GEM. KIMW Forschungs-GmbH: Dipl.-Ing. Frank Mumme and Dipl.-Ing. Udo Hinzpeter  
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## Preamble

The employees<sup>[1]</sup> of the Kunststoff-Institut have jointly developed a mission statement that applies to all companies. The mission statement expresses what the Kunststoff-Institut stands as now and in the future:

### **We are Kunststoff-Institut - a technology-oriented company with high material competence.**

Competence as well as diversity, global networking and tradition are the foundation of our high performance capabilities which make us leaders in our respective markets. We create added value for our customers, employees and proprietors.

### **Together with our customers, we solve the challenges of the future.**

The requirements of our customers determine our thinking and actions. We break new ground and develop innovative products and services for sustainable infrastructure and resource efficiency.

### **We all set ourselves the high standards.**

We act entrepreneurially, with confidence, courageously and performance-oriented - with the aim of achieving the best. The commitment and skills of each individual are the key to our success. The development of our employees is particularly important to us. Health and safety at the workplace are our top priorities.

### **We share common values.**

We act in the overall interest of the company. Openness and mutual respect shape the way we work together.

We build on strong values: reliability as well as honesty, credibility and integrity. Compliance is a self-evident principle for us. We assume responsibility for the community. We create a working environment where we can bring out the best in ourselves: Through diversity, equality, and inclusion, our employees must feel they can reach their full potential so that we can foster creativity and innovation.

Responsibility towards the community as expressed in our mission statement also includes an active commitment to sustainable development, which we support by signing the ten principles of the United Nations Global Compact. We are also committed to the United Nations Universal Declaration of Human Rights and the core labour standards of the International Labour Organization (ILO). Specific rules and regulations for individual situations and facts in the professional environment are clearly formulated in the relevant company guidelines and agreements (company wiki, data protection agreements, contracts, non-disclosure agreements; directives). These guidelines and agreements are valid and mandatory for all employees of the companies of the Kunststoff-Institut. Any of our employees who do not behave in accordance with the company's policies and agreements will have to face

appropriate consequences within the framework of operational and legal regulations.

On this basis, this Code of Conduct summarizes the essential principles and rules for our actions and also sets out our demands for us with regard to our business partners and shareholders.

## Behaviour in the business environment

### **Compliance with law and order**

Compliance with laws and regulations is an important fundamental principle of our economically responsible conduct. We observe the applicable legal prohibitions and obligations at all times, even if this involves short-term economic disadvantages or difficulties for the company or individual persons. If any national laws have more restrictive regulations than those applicable to the companies of the Kunststoff-Institut, then the national law is applicable.

### **Avoid conflicts of interest**

For the companies of the Kunststoff-Institut, business decisions are made exclusively on the grounds for the best interest of the Kunststoff-Institut. Conflicts of interest with private matters or other economic or any other activities, including those of relatives or persons or organizations close to them, should be avoided from the outset. If they occur nevertheless, they are subject to the applicable laws and regulations as well as the applicable to solve corporate policies. The prerequisite for this is transparent disclosure of the conflict.

### **Fair competition**

Compliance issued by the management of the companies of the Kunststoff-Institut

Commitment is the standard for our conduct in competition:

The Kunststoff-Institut stands for technological competence, innovative strength, customer orientation and highly motivated, responsible employees. This is the basis of our high reputation and the sustained economic success of the companies of the Kunststoff-Institut in the global competition

Corruption and cartel violations threaten these guarantees of success and will not be tolerated (zero tolerance). Bribes or cartel agreements are not a means for us to gain a contract. We prefer to refrain from doing business and achieving internal goals rather than breaking the law.

With its Compliance Program, the Kunststoff-Institut has taken far-reaching measures to ensure compliance with corruption and cartel regulations as well as the guidelines based on them. Violations are not tolerated and lead to sanctions against the persons concerned. All members of the Management Board and managing directors, all executive employees and all other employees must be aware of the

<sup>[1]</sup> These and other collective terms include both the male and female gender as well as the form of the third gender.

extraordinary risks that a case of corruption or cartel violations may lead to for the Kunststoff-Institut but also for them individually. Each employee is required to actively participate in the implementation of the Code of Conduct in his or her area of responsibility of the Kunststoff-Institut Compliance Program.

#### **Money Laundering Prevention**

The Kunststoff-Institut complies with its legal obligations to prevent money laundering and does not participate in money laundering activities.

Every employee is requested to report unusual financial transactions, in particular including cash which may give rise to suspicion of money laundering, to the responsible financial, legal or compliance department in case of doubt.

#### **Cartel law issues**

We do not enter into any restrictive agreements or exchange competitive information at our board meetings, project meetings with our member companies and similar meetings. Furthermore, we do not tolerate any conduct that violates cartel law. In addition, we are committed to consistent compliance with national and European cartel law, particularly within the framework of our technical and scientific work, and operate exclusively in accordance with these regulations.

### **Behaviour towards colleagues and other employees**

**Equal treatment and non-discrimination** A culture of equal opportunities, mutual trust and respect is very important to us. We promote equal opportunities and prevent discrimination in the recruitment of employees and in the promotion or provision of training and further education. We treat all employees equally, regardless of gender, age, skin color, culture, ethnic origin, sexual orientation, or other factors such as sexual identity, disability, religion or belief.

#### **Human and labour rights**

We respect internationally recognized human rights and support their application. We strictly reject all forms of forced and child labor. We recognize the rights of all employees to form trade unions and employee representatives on a democratic basis within the framework of national regulations. The right to adequate remuneration is recognized for all employees. Remuneration and other benefits are at least in line with the respective national and local legal standards or the level of the national economic sectors/industries and regions.

#### **Occupational health and safety**

The safety and health of our employees, the quality of our products and the economic success of our company are of utmost importance to us and equally important corporate goal.

Occupational safety and health protection are an integral part of all operational processes and are included in technical, economic and social considerations from the outset - right from the planning phase. All our employees promote safety and health protection in their working environment and comply with occupational health and safety regulations. Every manager must be instructed and supported in the exercise of this responsibility.

The same safety standards apply to employees of subsidiaries commissioned by the Kunststoff-Institut as for its own employees. This is taken into consideration during selection and cooperation.

### **Remuneration and working hours**

Remuneration is based on the applicable laws and is supplemented by the relevant, national minimum wage. Employees are informed clearly, in detail and regularly about the composition of their remuneration.

We comply with applicable laws and (international) labour standards regarding maximum permissible working hours.

### **Behaviour within the company**

#### **Sustainable environmental and climate protection**

Sustainable environmental and climate protection as well as resource efficiency are important corporate goals for us. Both in the development of new products and services as well as in the operation of production facilities, we make sure that all impacts on the environment and climate from this are kept as low as possible and that our products have a positive impact on the environment. To make a contribution to environmental and climate protection for our customers. Every employee bears the responsibility to treat natural resources with care and to protect them through his or her own individual approach to contribute to the protection of the environment and climate.

#### **Donations**

We see ourselves as an active member of society and are therefore involved in various ways. We make donations and other forms of social commitment solely in the interests of the company. We make no financial contributions, in particular donations and sponsoring measures to political parties at home and abroad, party-related or party-like organizations, individual mandate holders or candidates for political office.

#### **Public appearance and communication**

We respect the right to freedom of expression and the protection of personal rights and privacy. Every Employee should be aware that they can also be perceived as part of and representative of the Kunststoff-Institut in their private lives and are therefore encouraged through their conduct and maintain reputation of the company, especially with regard to the media. In the case of private expressions of opinion, we take care not to associate the

respective function or activity at the Kunststoff-Institut with the private expression.

## Information handling

### Reporting

The Kunststoff-Institut focuses on core values: reliability as well as honesty, credibility and integrity. We therefore attach great importance to open and truthful reporting and communication on the company's business processes to investors, employees, customers, business partners, the general public. in general and state institutions. Every Employee makes sure that both internal and external reports, records and other documents of the Kunststoff-Institut are in accordance with the applicable legal regulations and standards are therefore always complete and correct as well as timely and system-compliant.

### Confidential Company Information/ inside information

We take appropriate steps to protect confidential information and business records from access and inspection by non-participating colleagues and third parties. Employees of the companies within the Kunststoff-Institut who possess concrete information about circumstances that are not known publically, the public disclosure of which is likely to significantly influence the good will or reputation of the Kunststoff-Institut or to provide you or third parties with unfair advantages, may not act with this or on the basis of this insider information or pass this information on, regardless of whether the disclosure of the insider information is made intentionally or with deliberate disregard for the due care required.

### Data protection and information security

The protection of personal data, in particular of employees, customers and suppliers, is of particular importance to the Kunststoff-Institut. We only collect or process personal data if this is absolutely necessary or legally required to fulfil the respective work task. Without the consent of the person concerned or a legal admissibility, no personal data may be collected or processed.

## Protection of company property

We use the property and resources of the company in an appropriate and careful manner and protect it from loss, theft or misuse. The intellectual property of our company represents a competitive advantage for the Kunststoff-

Institut and thus a property worth protecting, which we defend against any unauthorized access by third parties. We use material and immaterial property of the company solely for business purposes and not for personal use unless expressly permitted. Our employees, together with their superiors, bear responsibility for ensuring that the type and scope of business travel are always proportionate to the purpose of the trip and take into account time and cost aspects which are economically planned and implemented.

## Implementation and Contact Person

The Kunststoff-Institut actively promotes the communication of the company guidelines and agreements on which the Code of Conduct is based. The individual companies are responsible for their implementation and ensure that no employee is at a disadvantage by complying with the guidelines or agreements. Our managers have a particular role model function and their actions are measured to a particular extent by the Code of Conduct. They are the first point of contact for questions on understanding the regulations and ensure that all employees know and understand the Code of Conduct. As part of their management duties, they prevent unacceptable behavior or take appropriate measures to prevent violations of the rules in their to prevent the development of a new area of responsibility. Trust and good cooperation between employees and managers is reflected through honest and open information as well as mutual support. All employees and third parties (customers, suppliers, etc.) are also welcome to contact the central e-mail address

[codeofconduct@kunststoff-institut.de](mailto:codeofconduct@kunststoff-institut.de)

at your disposal.

Information on possible violations of laws or guidelines in the areas of cartel law and corruption affecting persons and companies of the Kunststoff-Institut can also be reported via the Kunststoff-Institut whistleblower system.

All information will be kept strictly confidential.

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