

Code of Conduct

Code of Conduct

Code of Conduct

Foreword

In front of you is our guiding principle for corporate culture, the Code of Conduct.

It describes the 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 secure our company's success in the long term. We can only achieve this goal together.

In particular, our values such as personal responsibility, openness and transparency as well as legally compliant and ethically correct behavior at all times play an important role.

This Code of Conduct brings together our important basic rules and principles in one document, which are binding on us today and in the future. It provides a framework of orientation and applies equally to each of us – to the management, to the managers and to each individual employee. It sets a standard for ourselves, but at the same time it is a promise to the outside world for responsible behaviour towards business partners and the public, but also in our dealings with each other within the company.

The Kunststoff-Institut would also like to commit its business partners to these principles and share its values with you. Within the framework of this Supplier Code, the term "business partner" includes "purchasing-side" business partners, such as suppliers and service providers. Together, we are responsible for the reputation of our companies.

The misconduct of individuals can cause enormous damage to all of us. Therefore, we ask you, dear colleagues and customers/suppliers, to read this Code of Conduct carefully and to use it together with us as a guideline for our daily behavior.

Code of Conduct

The management of the Kunststoff-Institut Lüdenschied:
Kunststoff-Institut f. d. m. W. NRW GmbH (K.I.M.W.): Dipl.-Ing. Stefan Udo Hinzpeter
KIMW Prüf- und Analyse GmbH: Dipl.- Ing. Jörg Günther
KIMW Forschungs-gmbH: Dipl.-Ing. Frank Mumme and Dipl.-Ing. Udo Hinzpeter
KIMW Qualifizierungs-gmbH: Dipl.-Ing. Stefan Schmidt
KIMW Management GmbH: Dipl.-Ing. Thomas Eulenstein

.....
signed. Udo Hinzpeter

.....
signed. Jörg Günther

.....
signed. Frank Mumme

.....
signed Udo Hinzpeter

.....
signed Stefan Schmidt

.....
signed. Thomas Eulenstein

Code of Conduct

Preamble

The employees^[1] of the Kunststoff-Institut have jointly developed a corporate mission statement that is valid for all companies. The corporate mission statement expresses what the Kunststoff-Institut stands for today and in the future:

We are the Kunststoff-Institut – a technology company with a high level of Materials expertise.

Competence and diversity, global networking and tradition are the foundations of our performance and make us a leader in our markets. We create added value for customers, employees and owners.

We solve the challenges of the future together with our customers

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

We all set ourselves the highest standards

We act entrepreneurially, with confidence, courageously and performance-oriented – with the aim of being the best. The commitment and skills of each individual are the basis for this. The development of our employees is particularly important to us. Health and safety at work is a top priority.

We live common values

We act in the overall interest of the Group. Openness and mutual appreciation characterize our togetherness. We are built on strong values: reliability and honesty, credibility and integrity. Compliance is a matter of course for us. We take responsibility for society.

We create a working environment where we bring out the best in ourselves. Diversity, equity and inclusion make our employees feel they are reaching their full potential so that we can foster creativity and innovation.

The responsibility for society expressed in the mission statement also includes 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 circumstances in the professional environment are defined by the corresponding company guidelines and agreements (intranet, data protection agreements, contracts, non-disclosure agreements; (instructions).

These guidelines and agreements are valid and binding without restriction 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 must expect corresponding consequences within the framework of operational and legal regulations.

Code of Conduct

Based on this, this Code of Conduct summarizes the essential principles and rules for our actions and also sets out the standards we expect from our business partners and shareholders.

Conduct in the business environment

Compliance with the law

Following laws and regulations is an essential basic principle for us in an economically responsible manner. We always comply with the applicable legal prohibitions and obligations, even if this is associated with short-term economic disadvantages or difficulties for the company or individuals. Our suppliers and business partners are also committed to fulfilling their social responsibility in all activities. Provided that national laws contain more restrictive rules than those applicable to the companies of the Plastics Institute, national law does not apply before.

Avoidance of conflicts of interest

In the case of the companies of the Kunststoff-Institut, business decisions are made exclusively in the best interests of the Kunststoff-Institut. Conflicts of interest with private interests or other economic or other activities, including those of relatives or other close persons or organizations, should be avoided from the outset. If they do occur, they must be resolved in compliance with the law and the applicable company guidelines. The prerequisite for this is the transparent disclosure of the conflict.

Fair competition

The report submitted by the management of the companies of the Kunststoff-Institut Compliance commitment is the benchmark for our competitive actions. The Kunststoff-Institut stands for technological competence, innovative strength, customer orientation and motivated, responsibly acting employees. This is the basis of our high reputation and the sustainable economic success of the companies of the Kunststoff-Institut in global competition.

Corruption and antitrust violations threaten these guarantors of success and will not be tolerated (zero tolerance). Bribes or cartel agreements are not a means for us to win a contract. We would rather give up a business and achieve internal goals than violate the law.

With its compliance program, the Kunststoff-Institut has taken far-reaching measures to ensure compliance with corruption and antitrust regulations and the guidelines based on them. Violations will not be tolerated and will result in sanctions against the persons concerned. All board members and managing directors, all senior executives and all other employees must be aware of the extraordinary risks that a corruption or cartel case can mean for the Kunststoff-Institut, but also for them personally. Every employee is required to actively participate in the implementation of the Kunststoff-Institut Compliance Program in his or her area of responsibility.

Code of Conduct

Money Laundering Prevention

The Kunststoff-Institut fulfils its legal obligations to Money laundering prevention and does not participate in money laundering activities.

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

Antitrust Matters

We do not enter into any restrictive agreements at our committee meetings, project meetings with our member companies and similar meetings and do not exchange any competition-related information. Furthermore, it does not tolerate any conduct that violates antitrust law. In addition, we are committed to consistent compliance with national and European antitrust law, especially in the context of our technical and scientific work, and operate exclusively in accordance with these regulations.

Behaviour towards colleagues and employees

Equal treatment and non-discrimination

A culture of equal opportunities, mutual trust and mutual respect is of great importance 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 measures. We treat all employees equally, regardless of gender, age, skin color, culture, ethnic origin, sexual identity, disability, religious affiliation or ideology.

Equal treatment of all employees must be a fundamental principle of each supplier's policy.

Human and employee rights

We respect internationally recognized human rights and support their observance. We strictly reject any form of forced and child labor as well as human trafficking. We recognize the right of all employees to form trade unions and employee representatives on a democratic basis within the framework of national regulations. The right to appropriate remuneration and physical integrity is recognized for all employees.

Occupational health and safety

The safety and health of our employees are an equally important corporate goal, along with the quality of our products and economic success. Occupational health and safety are an integral part of all operational processes and are included in technical, economic and social considerations from the very beginning – already in the planning phase. Each of our employees promotes safety and health protection in their working environment and complies with occupational health and safety regulations. Every manager is obliged to instruct and support his employees in fulfilling this responsibility. The same safety standards apply to employees of subcontractors on behalf of the Kunststoff-Institut as to our employees. This is considered in the selection and cooperation.

Code of Conduct

Remuneration and working hours

The remuneration is based on the applicable laws and is supplemented by the relevant national minimum wage.

Employees are provided with clear, detailed and regular information on the composition of their

remuneration. These are paid regularly and on time, so that employees and their families can enjoy an adequate standard of living.

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

Behavior within society

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 and in the operation of production facilities, we make sure that all resulting effects on the environment and climate are kept as low as possible and that our products make a positive contribution to environmental and climate protection for our customers. Every employee is responsible for treating natural resources sparingly and contributing to the protection of the environment and climate through their individual behavior.

This is done, among other things, by avoiding waste and reducing CO₂ emissions.

Business partners must use natural resources (e.g. water, energy, raw materials) sparingly and conserve them. To preserve renewable natural resources, all business partners should support the application of generally accepted sustainability standards and certifications. Negative impacts on the environment and the climate caused by the business partners themselves or within their supply chain must be minimized or avoided at the point of origin. Their practices should comply with the principles of the circular economy. These include material reduction and substitution, as well as return, sharing, maintenance, reuse, remarketing, remanufacturing, reworking and recycling.

We and our business partners are committed to the development and use of environmentally and climate-friendly products.

Responsible Chemicals Management

All members of the supply chain must ensure that no products are supplied containing metals whose starting minerals or derivatives originate from a conflict region, where they directly or indirectly contribute to the financing or support of armed groups or cause or facilitate human rights violations.

Donations and political neutrality

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 interest of the company. We do not make any financial contributions, in particular donations and sponsorship measures, to political parties in Germany and abroad, party-affiliated or party-like organisations, individual elected officials or candidates for political office.

Code of Conduct

Public appearance and communication

We respect the right to freedom of expression as well as the protection of personal rights and privacy. Every employee should be aware that he or she can also be perceived as part of and representative of the Kunststoff-Institut in his private life and is therefore called upon to preserve the reputation of the company through his or her behavior and appearance in public, especially vis-à-vis the media. In the case of private expressions of opinion, we take care not to place the respective function or activity at the Kunststoff-Institut in a context with the private statement.

Financial responsibility

Business partners undertake to establish appropriate business continuity plans for operational activities to protect supply chain preservation.

Plagiarism

Suppliers undertake to implement all necessary and appropriate measures in their area of responsibility to ensure that neither Customer Products, nor their machinable components or raw materials, nor the related know-how, fall into the hands of counterfeiters, smugglers, thieves or other unauthorized third parties or leave the legitimate supply chain.

Intellectual property

Suppliers must use confidential information appropriately and protect it accordingly. Suppliers must ensure that sensitive data and the valid intellectual property rights of their own employees and business partners are secured.

Handling of information

Coverage

The Kunststoff-Institut is built on strong values: reliability and honesty, credibility and integrity. Thus, we attach great importance to open and truthful reporting and communication on the company's business transactions to investors, employees, customers, business partners, the public in general and government institutions. Every employee ensures that both internal and external reports, records and other documents of the Kunststoff-Institut are in accordance with the applicable legal rules and standards and are therefore always complete and correct and are carried out in a timely and system-appropriate manner.

Confidential company information/ insider information

We take the necessary steps to protect confidential information and business documents from access and inspection by colleagues and other third parties who are not involved (need to know principle). Employees of the companies of the Kunststoff-Institut who have concrete information about circumstances that are not publicly known, the public disclosure of which is likely to significantly influence the corporate reputation of the Kunststoff-Institut or to provide you or third parties

Code of Conduct

with unjustified advantages, may not act with or on the basis of this inside information or pass on this information, regardless of whether the communication of the Inside information is provided intentionally or with gross disregard of due care.

Data protection and information security

The protection of personal data, especially of employees, customers and suppliers, is of particular importance to the Kunststoff-Institut. We only collect or process personal data if this is necessary for the performance of the respective work task or if it is required by law. No personal data may be collected or processed without the consent of the person concerned or legal permissibility.

Protection of company property

We use the Company's property and resources appropriately and sparingly, protecting them from loss, theft or misuse.

The intellectual property of our company represents a competitive advantage for the Kunststoff-Institut and thus an asset worth protecting, which we defend against any unauthorized access by third parties. We use tangible and intangible property of the Company solely for corporate purposes and not for personal purposes, unless expressly permitted. Suppliers undertake to use and protect confidential information appropriately. They must ensure that sensitive data and the applicable intellectual property rights of their own employees and the business partners.

We also assume this behavior with our business partners:

You agree to use and protect confidential information appropriately. They must ensure that sensitive data and the valid intellectual property rights of their own employees and business partners are secured.

The information systems containing confidential information or data of business partners are appropriately managed and protected against unauthorized access and use, disclosure, alteration or destruction of the data.

Our employees, together with their superiors, are responsible for ensuring that: The nature and scope of business trips must always be proportionate to the respective purpose of travel and be planned and carried out economically, taking into account time and cost aspects.

Disclosure of Information

Our business partners, in particular our suppliers, undertake to immediately address critical points that could negatively affect the quality of goods and services. They grant us the right to assess their sustainability performance with reasonable notice upon prior notice

Code of Conduct

Implementation and contact persons

Kunststoff-Institut actively promotes the communication of the corporate guidelines and agreements on which the Code of Conduct is based. The individual companies ensure that they are implemented and ensure that no employee is disadvantaged by complying with the guidelines or agreements. Our managers have a special role model function and are particularly measured in their actions against the Code of Conduct. They are the first point of contact for questions about understanding the regulations and ensuring 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 breaches of rules in their area of responsibility. Trusting and good cooperation between employees and managers is reflected in honest and open information and mutual support. For further questions about the Code of Conduct, all employees and third parties (customers, suppliers, etc.) can also contact the central

E-mail address codeofconduct@kunststoff-institut.de available.

Indications of possible violations of laws or guidelines in the areas of antitrust law and corruption that affect persons and companies of the Kunststoff-Institut can also be reported via the Kunststoff-Institut Whistleblower System.

All information will be treated strictly confidentially.

Code of Conduct

We expect our business partners, such as suppliers, vendors, consultants, agents and service providers, to read and understand the content of our Code of Conduct and to follow it in all aspects of their business. In addition, business partners are required to inform their upstream partners of the existence of this policy in order to ensure its knowledge and compliance.

The companies of the Kunststoff-Institut strive to continuously review and update their policies and procedures; therefore this Code of Conduct for Business Partners may be subject to change.

As a business partner, we hereby confirm that we have taken note of the Code of Conduct and comply with the sustainability requirements of the companies of the Kunststoff-Institut in Lüdenschied and their branches

Business partner:	
Signatory:	
Position:	
Date:	