



# Our values

Code of Conduct of the C. F. Maier Group

Code of Conduct of the C.F. Maier Group  
First edition January 2023

This Code of Conduct applies to C.F. Maier and its affiliated companies in Germany and abroad within the meaning of Section 15 AktG.

The Code of Conduct is valid from 01.01.2023.

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# Preamble

C.F. Maier is a family-owned company that produces plastic components and systems. C.F. Maier's activities cover five product areas: Commercial and Special Vehicles, Motorhomes and Camper Roofs, Medical Technology and Mechanical Engineering, Environment and Water Management, and City Solutions. The company operates from locations in Germany, Hungary, Turkey, Tunisia and the USA, and for C.F. Maier, entrepreneurial activity is inextricably linked with compliance with basic ethical principles. In addition, the protection of the environment and nature is a central pillar of our activities. We have therefore summarized the key principles of our business activities in this Code of Conduct. It thus serves as a guideline for the way in which we seek to achieve our entrepreneurial success.





# Our basic understanding

This Code of Conduct is based on a common basic understanding of socially responsible corporate governance. We assume responsibility within the scope of our respective possibilities and scope of action by taking into account the consequences of our business decisions and actions in economic, technological, social and ecological terms. Our actions are guided by the principles of the United Nations Universal Declaration of Human Rights, the OECD Guidelines for Multinational Enterprises, the core labor standards of the International Labor Organization

(ILO) and the United Nations Guiding Principles on Business and Human Rights.





# Central principles

## **Corruption**

Corruption and bribery are illegal; they prevent fair competitive conditions. In our business relationships, we neither promise, offer, grant, demand or accept inducements that are connected with the intention of influencing business decisions or could give the impression of doing so, nor do we allow ourselves to be promised such inducements. A particularly strict standard must be applied when dealing with persons to whom special criminal and liability regulations apply (e.g. public officials).

## **Fair and undistorted competition**

We act in accordance with national and international competition and antitrust law and do not participate in price fixing, market sharing or customer, market or bid rigging.

## **Protection of information and intellectual property**

We protect confidential information and respect intellectual property; technology and know-how transfer must be carried out in such a way that intellectual property rights and customer information, business secrets and non-public information are protected.

## **Money laundering prevention**

Money laundering refers to the process of smuggling illegally obtained money or assets into the legal financial and economic cycle. We comply with our legal obligations to prevent money laundering and do not participate in transactions that serve to conceal or integrate criminal or illegally acquired assets.



### Data Protection

We process, store and protect personal data in compliance with legal regulations. Personal data is collected confidentially, only for legitimate, previously defined purposes and in a transparent manner. We only process personal data if it is protected against loss, alteration and unauthorized use or disclosure using appropriate technical and organizational measures.

### Data security

**We observe the applicable laws on the protection of business secrets and treat confidential information from our business partners accordingly.**

### Export control

We undertake to comply with the relevant legal standards for export control - in particular licensing requirements, export and support bans - when exporting our goods.

### Dealing with conflicts of interest

We avoid all internal and external conflicts of interest that could illegitimately influence business relationships. If this is not successful, we disclose these conflicts.







# Employee protection and human rights

## Occupational health and safety

Preserving the health of our employees is our top priority. We have implemented an occupational health and safety system that adequately covers the following topics:

- compliance with the applicable laws and orientation towards international standards with regard to health and occupational safety;
- suitable workplace design, safety regulations and provision of and provision of suitable personal protective equipment;
- Implementation of preventive controls emergency measures, an accident reporting system and other suitable measures for continuous improvement
- Ensure that employees have access to drinking water in sufficient quantities and access to clean sanitary facilities.

We ensure that all employees are instructed accordingly.

## Reimbursement and working hours

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

- We comply with the applicable laws and (international) labor standards with regard to the maximum permissible working hours and ensure,
- that working hours, including overtime, do not exceed the respective legally permissible maximum limits
  - that, in the absence of such provisions, weekly working hours, including overtime, do not exceed 60 hours, even in exceptional cases;
- that employees have at least one full day off per week.



### **Human rights**

We respect and support the observance of internationally recognized human rights and respect the personal dignity, privacy and personal rights of every individual. We protect and grant the right to freedom of opinion and expression. We do not tolerate unacceptable treatment of employees, such as physical and psychological hardship, sexual and personal harassment or discrimination. We do not tolerate child labor. We do not hire employees who are not at least 15 years old. In countries that fall under the exception for developing countries in accordance with ILO Convention 138, the minimum age may be reduced to 14 years.

We do not employ workers / employees for hazardous work who are not at least 18 years of age in accordance with ILO Convention 182 Forced labor, modern slave labor or comparable conditions that deprive freedom are prohibited. All work must be voluntary and there must be the possibility of terminating the employment relationship.

### **Conflict minerals**

We take due care to avoid the use of conflict minerals in our products in order to prevent human rights violations, corruption and the financing of armed groups or similar.







### **Consumer interests**

In so far as consumer interests are affected, we comply with consumer protection regulations and appropriate sales, marketing and information practices. Particular attention is paid to vulnerable groups (e.g. protection of minors).

### **Freedom of association and collective bargaining**

We respect the right of employees to freedom of association, freedom of assembly and collective bargaining, insofar as this is legally permissible and possible in the respective country. If this is not permitted, we seek appropriate compromises for our employees.

### **Diversity and equal opportunities**

We promote equal opportunities and do not tolerate discrimination. We treat all people equally, regardless of gender, age, skin color, ethnic origin, sexual identity and orientation, disability, religious affiliation, ideology or other personal characteristics.





# Environment, energy and climate protection

We act in accordance with the applicable laws and are guided by international standards (e.g. ISO 14001) in order to minimize negative effects on the environment and continuously improve our activities for environmental and climate protection.

All employees are made aware of environmental protection and offered the necessary training measures and courses.

We have implemented an operational environmental protection system that adequately covers the following topics:

- objectives, measures and the implementation of measures and their continuous improvement;
- environmental aspects such as reducing CO<sub>2</sub> emissions, increasing energy efficiency and using renewable energies, ensuring water quality and reducing water consumption, ensuring air quality, promoting resource efficiency, reducing waste and disposing of it properly and handling chemical substances responsibly.





# Compliance in the supply chain

We expect our suppliers to comply with the principles of this Code of Conduct or to apply equivalent codes of conduct. We also encourage them to enforce the contents of this Code of Conduct in their supply chains.

We reserve the right to check our suppliers' compliance with the Code of Conduct. This may take the form of questionnaires, assessments or audits, for example.

If there are any doubts regarding compliance with this Code of Conduct, the supplier is requested to take appropriate countermeasures and to report the matter to the responsible contact in our company.

Violations by the supplier of the provisions of this Code of Conduct may lead to extraordinary termination of the contract concluded with the supplier.

Irregularities and possible violations of this Code of Conduct can be reported to our Compliance Office by e-mail at [compliance@c-f-maier.de](mailto:compliance@c-f-maier.de) at any time. The Compliance Office will also answer questions about the implementation of this Code of Conduct, and the reports received will be processed by our Compliance Office.

The underlying facts are determined and evaluated with the involvement of the necessary specialist departments. Final decisions on the measures to be taken are then made by the management.





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First edition

January 2023

**Publisher**

The management of the C. F. Maier Group

**C.F. Maier GmbH & Co KG**

Wiesenstraße 24

89551 Königsbrunn

[www.c-f-maier.de/](http://www.c-f-maier.de/)