

# CODE OF CONDUCT

of

HOFFMANN Maschinen-  
und Apparatebau GmbH, Lengede



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## **SUSTAINABILITY AND SOCIAL RESPONSIBILITY / CORPORATE SOCIAL RESPONSIBILITY**

HOFFMANN Maschinen- und Apparatebau GmbH, based in Lengede, Germany, designs and manufactures high-quality systems for the filtration and cooling of cooling lubricants in metalworking applications. The company's strong global reputation is also the result of correct ethical and legal conduct, as well as fair treatment of employees and business partners.

The executive management and all employees of HOFFMANN Maschinen- und Apparatebau GmbH, including temporary staff, are committed to acting responsibly. We ensure social and environmental sustainability, ethical principles and compliance with requirements as an SME by means of documented processes, including our certified QM system.



## **1. ADHERENCE TO LEGISLATION**

The company abides by the applicable laws of the countries in which it operates.

## **2. SOCIAL AND ETHICAL RESPONSIBILITY**

The company upholds ethical values such as integrity, righteousness, and dignity. The corporate culture is one of fairness, courtesy, and mutual respect. Any form of harassment, violence, or discrimination is strictly prohibited.

The right to freedom of opinion and expression is guaranteed within the framework of the Works Council Constitution Act (BetrVG). Employee privacy is respected.

## **3. SUSTAINABILITY AND ENVIRONMENTAL PROTECTION**

The company is committed to the responsible use of ecological resources and the best possible avoidance of environmentally hazardous incidents. Our goal is the conservation and protection of natural resources, the responsible use of raw materials, waste reduction, recycling, and the proper disposal of pollutants and waste. Furthermore, renewable energies are being used to expand the energy supply.



## **4. ANTITRUST AND COMPETITION LAW**

The company is committed to complying with the rules of fair competition in the countries in which it operates and adheres to the legal framework of competition and antitrust law.

## **5. OFFERING AND BESTOWING GIFTS OR OTHER BENEFITS**

The company prohibits the granting of any kind of benefits to business partners, their employees, or other third parties in return for preferential treatment.

Remuneration or reimbursements to contractual partners are only paid on a contractual and cashless basis to the business accounts of the business partners.

If hospitality is provided within the framework of a business relationship or if gifts are exchanged, these must neither influence business decisions nor give the appearance of doing so. Invitations in connection with events and hospitality may only be made if they do not exceed a customary business scope.

Any attempts by business partners or third parties to influence employees in their decision-making must be reported to executive management, the respective supervisor, or the employee representatives.



## **6. DATA PROTECTION AND THE HANDLING OF CONFIDENTIAL INFORMATION**

The company adheres to the data protection laws as well as the EU Data Protection Regulation GDPR. Personal data is only collected, processed, and used for specified, explicit, and legitimate purposes.

Confidential information of any kind (such as technical or economic data, diagrams, etc.) may not be disclosed to unauthorised persons. This obligation continues to apply beyond the end of the employment relationship.

Confidentiality agreements are concluded with business partners to protect confidential information.

## **7. COMPANY PROPERTY**

Assets (e.g. office and manufacturing equipment) are restricted to specific purposes and are used by employees to fulfil their contractual duties. Unless expressly permitted, the use of these assets is exclusively for operational purposes.

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## **8. EXPORT CONTROL AND CUSTOMS**

Enquiries and orders are screened for export bans or restrictions with regard to the type of goods, the country of origin, the end use, and the identity of the business partner.



## 9. QUALITY, ON-TIME DELIVERY, AND PRODUCT SAFETY

Quality, on-time delivery, and product safety are the cornerstones of the company and ensure customer satisfaction.

Quality management ensures regulated processes, error prevention, and ongoing improvement.

The company observes the applicable technical and legal standards and regulations to exclude hazards and risks arising from the use of the products as much as possible in the course of risk assessment.

## 10. CODE OF CONDUCT BREACHES

Each individual employee is responsible for complying with the rules. Supervisors and the works council are on hand to answer questions or in case of doubt.

Breaches of the Code of Conduct will result in consequences.

Two handwritten signatures in black ink. The first signature is 'T. Hoffmann' and the second is 'M. Behrens'.

The executive management

Tobias Hoffmann

Michael Behrens