



# **CODE OF CONDUCT**



## **BUSINESSPARTNERS**



#### **Dear Partners, Ladies and Gentlemen,**

We as the nolte-group favour an active approach to communication with our business partners.

This Code of Conduct is a statement of action of the nolte-group. The points mentioned are requirements and also integral part of our Corporate Code of Conduct.

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Nils Nolte, Executive Management Carl Nolte Technik

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Christoph van Üüm, Executive Management noltewerk



#### **ABOUT US**

#### Carl Nolte Technik GmbH

System partner for tube technology, compressed air technology, health, and safety as well as operations supplies: comprehensive services, system components and products for industry, trade, and municipality.

#### noltewerk GmbH & Co. KG

Specialist for conveyor, elastomeric & plastics technology with a focus on custom manufacturing for clients in mechanical and plant engineering as well as the manufacturing industry. Our in-house laboratory and round-the-clock-service complete the portfolio.

For reasons of convenience, both companies will subsequently be collectively referred to as the "company". Furthermore, the masculine form is used for persons and groups. Corresponding terms apply in the sense of the equal treatment of all sexes (other gender orientation, female, male).

## PREAMBLE

This Code of Conduct expresses our expectations towards our business partners regarding independent, sincere, and loyal conduct. As well as respectful interaction towards fellow men and the environment. Validity includes the entire supply chain of our business partners. We are ecologically, economically and socially committed to sustainability for a fair, viable, and worthwhile economy.

## **FAIRNESS & HONESTY**

We expect trusting, honest, and integral co-operation from our business partners at all times. We expect them to support a working environment of equal opportunity, free of harassment and discrimination.

## FREEDOM OF SPEECH

Freedom of speech has to be ensured by our business partners in all respects.

## FAIR COMPETITION & BAN ON CARTELS

Our business partners commit to fair and open competition in compliance with cartel and any other competition law. They do not enter into any agreement with competitors and do not exchange any information with them relating to conduct in competition and practise our mission externally and our vision internally. To let this become a reality is our motivator every day.

## **BRIBERY & CORRUPTION**

Bribery, extortion, breach of trust, misappropriation, money laundering and corruption are not to be tolerated or undertaken at all.

Staff of the nolte-group are not to be offered gifts or other contributions for personal benefit which may be seen as bribery. When, as a matter of politeness, presenting gifts and extending invitations it has to be reasonably ensured that this has no impact on any business decision. Likewise, discounted provisions of products or services in this context are to be seen as donations. Any acceptance or provision is always to be examined as to their harmlessness.

## HANDLING OF INFORMATION

Business partners make the necessary arrangement to safeguard confidential information and company's records against unauthorised access and disclosure. Personal data may not be collected or processed unless legally permissible or with the consent of the party concerned. Applicable data protection laws must be complied with.

## **INTELLECTUAL PROPERTY**

Business partners shall use, and effectively safeguard, confidential information in compliance with legal requirements and, if applicable, Non-Disclosure Agreements.

Business partners shall insure that valid proprietary rights are upheld. They may not use name or brand of the nolte-group as well as any part of the corporate design without written permission.

## **ENVIRONMENTAL PROTECTION & SUSTAINABILITY**

nolte-group expects its business partners to comply with applicable environmental law, regulations, and standards. In addition, our business partners commit to require and support a sustainable, environmentally aware, and considerate approach to resources of their staff. We measure our ecological footprint and its development as part of a climate footprint. You may view our appropriately published milestones via the DNK (Deutscher Nachhaltigkeitsindex = German Sustainability Index).

### **HEALTH & SAFETY**

Business partners provide their staff with a safe and healthy work environment according statutory provisions. Basis for the selection of staff is their professional and personal qualification as well as professional performance.

#### HUMAN BIGHTS & DISCRIMINATION

Our business partners are expressly asked to recognize and promote international human rights.

They advocate equal opportunity and develop their staff. They reject any kind of discrimination, violence, harassment, exploitation, and child labour.

The minimum age for admission to employment in accordance with state regulations is observed. Employment of anyone under the age of 18 shall comply with the requirements of globally applicable children's rights. Please refer to the Regulations of the UN Convention on the Rights of the Children. Our business partners also ensure that their staff is protected against working conditions that are harmful to their health, safety, morale, or development. Within the framework of the Act on Corporate Due Diligence in Supply Chains, we provide our partners with information to document compliance with human rights.

#### LEGAL NOTICE

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> As of 01/24 page 6/6