

## Corporate guidelines, quality, occupational health and safety, environmental and energy policies of Mecalit GmbH and Sieger GmbH

### The quality policy

In our company, the highest priority is given to the outstanding quality of our products, processes and services. The quality policy supports the goals and initiatives derived from this. At the same time, it includes compliance with external quality standards, which form the basis for a trusting cooperation with our customers. We continue to adhere to the zero defect goal as part of our quality policy and will pursue this goal on an ongoing basis. The satisfaction of our customers at all levels and in all areas will continue to be the center of our strategic considerations as well as our operational actions in the future.

### The company's quality principles

The highest guideline for our business activities are the company principles. They are at the forefront of our relationships with employees, customers, suppliers and interested internal and external parties, such as legislators, authorities, local communities, residents, associations, etc.

The most important corporate principles are:

- Quality assurance and promotion is a management task. Continuous quality maintenance and improvement is only possible if all managers are committed to quality improvement and exemplify this through their own behaviour and put it into practice.
- All employees of our company bear responsibility for certain elements of quality in their own part and in their own place. Quality awareness therefore extends to all areas and activities in the company. Quality awareness is the will to perform one's work in such a way that the company's quality policy is implemented.
- Our managers are committed to involving all employees in the processes of quality maintenance and improvement in order to achieve a better understanding of quality among our employees. Training and development is an important element in raising the quality awareness of our employees and must therefore be pursued with appropriate attention. Care must be taken to ensure that training is practical and that the type of training is appropriate for the individual employee. The achievement of the training goals must be constantly monitored.
- Error prevention has priority over error detection. Therefore, preventive quality assurance must be taken into account in all product development phases. Especially in the development and implementation of new products and processes, a systematic approach to preventive error avoidance is absolutely necessary. Errors that occur must be investigated for their causes and measures must be introduced to avoid errors permanently and completely. The key point here is also the zero-error goal.

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- Our goal is to control our processes and thus to deliver a sustainably high and flawless result of the respective process. In this context, processes are all areas of activity of the company from purchasing to sales and extend over all stages of the value creation of a product.
- The fulfilment and implementation of the requirements of DIN ISO EN 9001 must be constantly included in our work. Appropriate measures for the achievement and permanent compliance with these requirements are to be implemented.
- The company management expects reporting on the progress made in the implementation of quality assurance measures at regular intervals. Regular audits are carried out for this purpose.

## **Occupational safety, environmental and energy policy of Mecalit GmbH and Sieger GmbH**

People and the environment are at the center of our occupational safety, energy and environmental policy. The fulfilment of legal requirements is the basis of our activities. Furthermore, it is our goal to achieve possible additional and continuous improvements in line with our processes. As a company, we are committed to increasing occupational safety, reducing environmental impacts and increasing energy efficiency.

### **The principles of the company**

The company's principles are at the forefront of its relations with employees, customers, suppliers and interested internal and external parties, such as legislators, authorities, local communities, residents, associations, etc., and represent the highest guidelines. Our business activities are guided by these principles.

The top management is committed to providing the necessary resources.

The most important corporate principles are:

- We promote environmental and energy awareness among all our employees by providing information and training on ecological issues in order to achieve better use of available resources or to avoid waste.
- We promote safe and healthy working conditions and health and safety awareness among all our employees through information, training and compliance with the posted operating and work instructions.
- Our managers are committed to involving all employees in occupational safety, environmental protection and energy consumption processes in order to achieve a better understanding. Education and training is an important element in raising awareness.

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- The fulfilment and implementation of the requirements of DIN ISO EN 14001, 45001 and 50001 must be constantly included in our work. There is an obligation to implement appropriate measures to achieve and permanently comply with these requirements. This also includes legal requirements.
- Important aspects of occupational safety and environmental protection are taken into account in the development of products, the selection and purchase of raw materials and services, and in the subsequent manufacturing process. These should be as energy- and resource-saving as possible. Materials and packaging used should be as separable, recyclable or reusable as possible.
- Continuous analysis of (production) processes should increase energy efficiency and reduce packaging, waste and rejects.
- As far as technical possibilities and economic efficiency allow, fossil fuels are to be avoided and thus CO2 emissions reduced. Energy improvements are also part of the objective.
- It must be ensured that the management systems are integrated into the business processes and that those responsible draw up, have approved, follow up and implement appropriate action plans.
- Continuous analyses are used to check for hazards in the areas of occupational safety and environmental protection. The probability of accidents is therefore kept low. With defined emergency procedures, harmful effects are to be kept as low as possible.
- Through a regular exchange of experience, a working committee has been formed in accordance with the Occupational Safety Act (ASiG). This committee is made up of management or their representatives, members of the works council, the company doctor, the occupational safety specialist, the safety officer, any authorised representatives or other supervisors and employees.

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