

Abstract

For an international company such as ours to be consistently successful, it is vital that in performing our duties, each and every one of us does so in such a way that HONASCO is perceived and acknowledged as economically, socially and ethically responsible.

This is the only way to ensure a positive and sustainable financial and social development. It's the only way to ensure trust.

Together, we have defined four key areas of responsibility that are covered through our Code of Conduct.

To fully perform these responsibilities, we apply our core values throughout the organization - High Ethics, Empowerment, Openness and Teamwork - and the ethical principles described in this Code of Conduct. Our principle, corporate compliance, means for us to handle in accordance with the laws and rules.

HONASCO participates in the UN Global Compact Initiative and is consequently committed to its Ten Principles covering the areas of Human Rights, Labour Standards, Environment and Anti Corruption. HONASCO also adheres to the OECD Guidelines for Multinational Enterprises as well as relevant ILO Conventions and Recommendations. Whistleblowing is also a serious issue for us. We are following in this matter the EU Directive 2019/1937.

Responsibility towards customers, distributors and suppliers

To gain and maintain business by continuous development and research and to be able to provide products, services and solutions that meet customers' expectations regarding quality, safety and environmental care, while always applying the highest standards of business ethics. In order to preserve the identity and protect against retaliation, Honasco ensures that all employees who submit a complaint report are protected from threats, harassment or other negative actions within the company. Those giving information do not have to fear dismissal.

Responsibility towards employees

To respect employees and their rights, we do not employ children or minor, to offer safe and good working conditions under consideration requirements of Labor Law (e.g. hours, leaves, sick leaves), to offer non-discriminatory conditions (in terms of gender, political and religious beliefs) and to continuously develop skills and competencies to enable the individual's satisfaction and career possibilities. In order to preserve the identity and protect against retaliation, Honasco ensures that all employees who submit a complaint report are protected from threats, harassment or other negative actions within the company. Those giving information do not have to fear dismissal.

Responsibility towards society

To manage the business as a responsible member of our society, showing respect for laws, customs and needs of the different countries where we are present, as well as respecting the protection of internationally proclaimed human rights. The aim of our environment and social responsibility initiatives is to actively contribute to a sustainable development.

RESPONSIBILITY TOWARDS CUSTOMERS, DISTRIBUTORS AND SUPPLIERS**Our business ethics**

We demand honesty and integrity in all parts of our activities and expect the same from all parties with whom we have any business relation - customers, suppliers, partners, agents.

We advocate free and fair trade, striving for competition and ethical conditions within the rules of the legal framework.

We ensure the confidentiality of the data provided (eg. by sign confidential agreements with our partners).

In addition, we also support transparency and openness, provided that business secrets, intellectual property and the divulgence of which could harm the company's competitiveness and/or relationships with customers or partners, are not exposed.

According to trade we also take in consideration export rules and applicable restrictions on trade (e.g. by long term supplier declaration).

Our business ethics also dictate that:

bribes are forbidden and, consequently, that all forms of compensation to agents, suppliers and

- partners shall refer only to justified products or services.
- partners should only deal with legitimate products or services (we do not tolerant counterfeit parts)
- gifts and other favours as elements of expected hospitality must not exceed local customs and be in line with local laws.
- all employees must avoid any conflict of interest between private economic issues and the company's business; any case of uncertainty should be brought to the country management for judgment.
- all business transactions made on behalf of an HONASCO company must clearly appear in the company's accounting, conducted according to the HONASCO rules.

Suppliers

HONASCO encourages its suppliers to adhere to similar codes of conduct and their performance in this respect has a significant impact on our selection process

Consequently, a supplier who does not meet these standards runs an increased risk of being excluded from our demand chain.

RESPONSIBILITY TOWARDS EMPLOYEES

Our working ethics

Leadership and the relationship between employees within HONASCO are based on our four core values. Among other things these values require that:

- all employees be treated equally, fairly and with respect regardless of race, gender, age, national origin, disability, caste, religion, sexual orientation, union membership or political affiliation.
- HONASCO does not engage in or support the use of forced labour, nor shall any employee be required to lodge "deposits" or identity papers when commencing employment with HONASCO.
- HONASCO does not engage in or tolerate the use of child labour. We define as child any person less than 15 years, unless local minimum-age law stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply. If, however, local minimum-age law is set at 14 years in

accordance with developing country exceptions under ILO Convention 138, the lower age will apply.

- HONASCO respects the right of all employees to form and join trade unions of their choice and to bargain collectively. HONASCO will ensure that official representatives of such trade unions are not subject to discrimination and that such representatives have access to the union members and their workplace.
- HONASCO ensures that wages and other related benefits meet at least the legal or industry minimum standard in the country in question.
- HONASCO complies with applicable laws and industry standard on working hours in each country where we operate.
- HONASCO aim, related to health and safety, is to eliminate rather than just reduce work-related accidents and injuries throughout its facilities.
- HONASCO strives to give employees good opportunities to train for job enrichment and wider responsibility, as expressed in the Individual Development Plan.
- HONASCO will give all employees a fair chance to compete for job opportunities. Unless overridden by national legislation, only relevant skills and competencies shall be the differentiating factors in selecting the right person for the job.
- HONASCO ensures that the registration, filing and use of employee data is treated with strict confidentiality and in accordance with local legislation.

RESPONSIBILITY TOWARDS SOCIETY

Our social ethics

Communication

It is our policy to be open and approachable, to provide factual and consistent information about HONASCO's products, services and development.

Information essential to the stakeholders of the company shall always be given as fast as circumstances permit.

Environment, health and safety

We have a firm commitment to contribute to ecologically sustainable development. Consequently we are continually striving to improve environmental care and to ensure the health and safety of people dependent upon the activities of HONASCO.

We avoid accidents, work-related illnesses and occupational diseases. Because we know that accidents and illnesses mean human suffering for those affected and their families. And we know that the absence of an employee and colleague disrupts operations, impairs the quality and satisfaction of our customers and jeopardizes the success of the company. In order to achieve this goal, the management is committed to the following:

- to treat occupational health and safety on an equal with the company's economic goals,
- to set up the workplaces according to the current medical knowledge and valid legal regulations,
- to comply with the applicable occupational health and safety regulations and to ensure that work is carried out in a safe manner,
- to ensure and provide sufficient availability of personal protective equipment for each employee, especially when handling chemicals or other toxic substances,
- to continuously improve occupational safety and health protection in the company, giving priority to technical protective measures and protective equipment,
- to involve employees in improving safety and health protection,
- to comply with the machine safety standards according to the legal regulations,
- to ensure that managers and employees pursue these goals.

Furthermore, the management undertakes,

- to provide extinguishing agents in sufficient numbers and to guarantee their functionality,
- to mark and keep clear the escape and rescue routes as well as emergency exits,
- to train the employees regularly on what to do in case of fire or other emergency.

Responsibilities for environmental care are shared throughout the HONASCO every employee has an important role to play. Our progress towards sustainable development is continuously monitored and externally reported annually.

Community relations and social responsibility

We act in a socially responsible way and within the framework of the national legislation of all the countries where we are present, creating jobs and supporting our customers.

Our ability to profitably manage and grow our business is the foundation by which we meet our social responsibility.

HONASCO's management is actively encouraged to find ways and activities by which HONASCO and its employees can make a positive and lasting impact on the society and the communities in which we operate.

The positive contributions typically come from involvement in projects and initiatives which aim at encouraging personal development for less privileged people, supporting education and vocational training, supporting local sports and health initiatives and stimulating other voluntary work.

Political issues

We do not interfere in the political life of the countries where we operate.

Consequently, companies within the HONASCO are forbidden to contribute financially to political parties or politicians. Likewise, our companies are not allowed to take part in party politics.

In relations with governments or international organizations, HONASCO has the right, and it is sometimes its duty, to make its views heard on issues that affect HONASCO, its employees and customers. The general manager in person or through explicit delegation - is the only person authorized to express political statements on behalf of HONASCO.

IMPLEMENTATION OF THE CODE OF CONDUCT

All employees have the obligation to follow the Code of Conduct and no one in the organization has the mandate to authorize exceptions from the Code of Conduct.

All employees are encouraged to immediately inform their supervisor or HR in case they observe any possibility of not following this code of conduct. Absolute confidentiality is assured.

It is the responsibility of each manager within the HONASCO organization to ensure that employees are fully informed about the HONASCO's Code of Conduct and to ensure that this Code is implemented and followed. Managers should act in such a way that their behaviour is an example of the practice of the Code.

General Management will regularly supervise the observance of the Code of Conduct.

Bad Salzflen, 25.01.2022



Management