



**RAMPF**<sup>®</sup>

discover the future



**CODE OF CONDUCT**

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# Preliminary remarks

Our everyday actions, the way we treat each other within the company, and how we deal with our business partners are all governed by our values – fair, future oriented and passionate.

This voluntary undertaking expresses our commitment to using these values as a basis for promoting fair and sustainable standards within the company itself, in how we deal with our business partners and competitors, in terms of environmental protection, and for transparent communication.

Our company is aware of its social responsibilities as a manufacturer, business partner, and employer, and therefore adheres to this RAMPF Group Code of Conduct.

Without any intention of discrimination and purely for reasons of better readability, we do not differentiate between male, female, and diverse in this Code of Conduct. All personal designations (such as „employees“) apply equally to all genders.

The Code of Conduct applies worldwide to all locations and to all business areas of the RAMPF Group. If there are additional business or country-specific requirements, these can be supplemented by local conduct guidelines.



Advanced Polymers



Composite Solutions



Machine Systems



Production Systems

## 1. CORPORATE CULTURE AND WORKING ENVIRONMENT

### 1.1 Moral integrity, law, and justice

We have committed ourselves to upholding the principles of the United Nations Global Compact, and comply with the relevant legislation. We place particular importance on protecting human rights, particularly in terms of rejecting human trafficking, forced labor, and child labor, and protecting basic labor rights, particularly freedom of association, the right to collective bargaining, and the elimination of discrimination in recruitment and employment.

Our actions are guided by the RAMPF corporate values – fair, future oriented and passionate, plus general ethical values and principles, particularly integrity, honesty, respect for human dignity, openness, and equal opportunities.

We work toward ensuring that not only do we follow these principles, our business partners and customers do so, too.

### 1.2 Corporate citizenship

The principles of recognition and appreciation are core elements of our corporate and leadership culture. We are committed to treating each other fairly and with respect.

In addition, we encourage social commitment among our employees, e. g. as firefighters or in clubs. We display our corporate citizenship by making positive contributions to society.

### 1.3 Equal opportunities

We respect and encourage the diversity of our society, and discriminate against no one, treating everyone the same, regardless of race, ethnic background, gender, religion, ideology, disability, age, or sexual identity.

### 1.4 Harassment

Our employees and the employees of our business partners and customers are seen as individuals. They are not subjected to any kind of corporal punishment or other physical, sexual, psychological, or verbal harassment or abuse.

### 1.5 Data protection

We handle the personal data of our employees, business partners, and customers securely. Personal information is only collected when it is legally permitted or with the agreement of the person in question.

### 1.6 Supporting and training employees

Training young people is an important social responsibility. We therefore help young people enter the world of work and encourage their individual development. Training is also a top priority at our company. We therefore support the personal and professional development of our employees. At the same time, this helps secure the future of our company.

### 1.7 Remuneration

Remuneration, including salaries, overtime, and benefits, is fair and appropriate, and at the very least meets the minimums set out in the relevant legislation or collective agreement. Remuneration is paid punctually and by practical means, and a payslip is provided containing all the appropriate information.

### 1.8 Working time

Unless national regulations stipulate a lower maximum working time or there are extraordinary company circumstances, we do not require our employees to regularly work more than 48 hours a week or work more than a total of 60 hours a week (including overtime). In every seven-day period, our workers receive the equivalent of at least one day off.

### 1.9 Child labor, forced labor

We fiercely oppose child labor and all kinds of exploitation of children and young people. We comply with all relevant legislation on this issue. We reject any form of forced labor.

### 1.10 Occupational health and safety

Compliance with occupational health and safety regulations is strictly observed to prevent accidents and personal injury. The health of our employees is extremely valuable and a key goal. We take every necessary action to maintain high occupational safety standards.

### 1.11 International law

The international nature of the company's operations means it has to deal with a wide range of export, taxation, and customs regulations. These are complied with, and every step taken to ensure legislation is implemented.

## 2. COMPETITION AND RELATIONSHIPS WITH BUSINESS PARTNERS

### 2.1 Fair competition

We are unreservedly committed to the principles of the social market economy and fair competition. Corporate goals are pursued solely according to the performance principle and in line with applicable competition rules. This is also expected of competitors and business partners.

### 2.2 Business relationships

Business relationships are initiated and maintained according to objective criteria such as quality, technological standard, and the reliability of the business partner. Commercial decisions, consulting services, or recommendations from employees are not shaped by private interests or influenced by material advantage.

### 2.3 Anti-corruption

We reject corruption and bribery in line with the relevant UN convention (of 2005). At the same time, we take appropriate measures to promote transparency, integrity, and responsible leadership and control at the company. All employees are obliged to carry out their duties and functions using only fair means and within a legally permissible framework.

### 2.4 Gifts, incentives, and invitations

We decline gifts, other incentives, or invitations from business partners and customers if their value could influence our decisions or they could give the impression that influence has been exerted. We also only offer gifts and incentives to business partners and customers that are of appropriate value and part of normal business practices. If we invite business partners and customers, this must also remain within an appropriate framework that is suitable for the occasion. This must not create the impression that undue influence is being exerted.

### 2.5 Antitrust and competition requirements

We are committed to fair competition. We comply with legislation designed to protect competition, especially antitrust law and other legislation regulating competition. Illegal arrangements regarding prices or other conditions, production programs, sales areas, or customers and any abuse of market power are contrary to our principles. It does not matter whether these are agreements or informal discussions – even outside official occasions.

### 2.6 Handling confidential information and third-party property

We are committed to protecting confidential information, expertise, and operating secrets when dealing with business partners and companies in the supply chain. Certain information can only be passed on after careful examination. The intellectual and material property of third parties is respected, and we expect the same of our business partners.

## 3. ENVIRONMENT, INNOVATION, AND DOCUMENTATION

### 3.1 Environmental protection & environmental law

Environmental protection issues are particularly important to us. We adhere strictly to environmental legislation so as to protect the soil, water, and air. Our employees are instructed to strictly implement the appropriate regulations. This involves taking into account not only the national provisions that apply to the respective operating site but also overarching regulations, e.g. international climate accords.

### 3.2 Recycling

The demanding technical requirements and the responsibility for protecting the environment are considerations throughout the life cycle of products. Materials and resources are therefore used efficiently and recycled materials utilized for production wherever possible.

### 3.3 Innovation, advances

We are constantly competing to deliver the best products and services. We develop our products in an environmentally friendly way, using cutting-edge technology, with an eye on the latest innovations, and according to the needs of our customers.

### 3.4 Handling chemicals

In addition, we are keenly aware of our responsibilities when it comes to handling chemicals. We are therefore always careful to comply with the current chemicals legislation. We observe all regulations regarding the safe handling of chemicals during the operation of plants, and employees are trained and protected accordingly.

### 3.5 Labeling products

Requirements on products in our industry are high. We comply with all applicable standards and guidelines. Products are labeled, thus enabling customers and consumers to handle them safely.



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