



CODE OF CONDUCT



Farbenwerke®
Mastering Colors



Code of Conduct for the companies

Farbenwerke Wunsiedel GmbH and MASTER TEC GmbH (Farbenwerke)

Foreword

The main objectives of Farbenwerke are to strive for economic success and to assume social responsibility within the scope of our business activities.

As a company with over 120 employees, we have a value system in which responsible and ethical behaviour towards employees, business partners and society is an integral part. Our Code of Conduct provides a binding framework for our behaviour towards business partners, employees, the public and the environment. The rules and guidelines derived from it provide the necessary security and orientation in everyday working life. By defining a framework for our conduct, our Code of Conduct makes us aware of legal risks. In this way, the Code of Conduct helps us to avoid legal violations.

Employees and management are obliged to adhere to this Code of Conduct. The shareholders are also committed to the values and guidelines set out in the Code of Conduct. Farbenwerke has a wide range of business relationships. Our image depends heavily on the conduct of our employees and management in day-to-day business, i.e. on their personal integrity and sound judgment. It is therefore very important that we know all the laws and regulations relevant to our work and take responsibility for compliance with them in our working environment.

Managers have a special role model function and should take action against any behaviour that is not in accordance with the law or the company's fundamental values formulated here. It is the task of the management and executives to create a climate in which even difficult topics can be addressed openly and without fear of negative consequences.



This Code of Conduct is intended to provide a framework for ethical behaviour and should help employees to take actions and make decisions that are in line with the company's values. It is important to regularly communicate and reinforce the Code of Conduct through training, discussions and by living the principles at all levels of the company. In addition, regular reviews of the Code of Conduct can ensure that it remains relevant and effective in promoting ethical behaviour within the company.

Wunsiedel, 01.07.2024

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Table of contents

Fundamentals	2
Compliance with law and regulations.....	2
Human rights	2
Integrity and honesty.....	2
Interaction, cooperation, respect and openness	3
Qualification	3
Diversity	3
Avoidance of conflicting interests.....	4
Protection of corporate values	4
Professional behaviour	4
Environmental and social responsibility	4
Reporting and accountability.....	5
Communication and transparency	5
Compliance and enforcement.....	5
Occupational safety	5
Minimum wage.....	6



Fundamentals

Farbenwerke is a locally based, family-owned company that is active on international markets with its high-quality specialty products by maintaining business relationships. We value the stable political and social environment at our location in Wunsiedel and in the wider region of Bavaria and the Federal Republic of Germany. We respect and abide by the free and democratic form of government and the independence of constitutional bodies as well as the unbreakable human rights enshrined in our constitution.

We reject any kind of radical agitation that endangers this democratic state order or even calls for the abolition of this form of government.

Compliance with laws and regulations

We are committed to complying with all applicable local, national and international laws, regulations and company policies. All employees and the management are expected to be aware of the laws and regulations that apply to their activities and to conduct business in an ethical and lawful manner to ensure commercial success.

Human rights

We respect the dignity and personal rights of our employees and third parties with whom we are in business contact. We reject forced and child labor as well as any form of exploitation or discrimination. We respect the freedom of assembly and association and avoid any form of unequal treatment in accordance with the General Equal Treatment Act.

Integrity and honesty

We conduct our business with honesty, integrity and fairness. We do not tolerate dishonesty, fraud or any form of corruption. We expect our employees to uphold the highest standards of honesty in their interactions with colleagues, customers and business partners.



Interaction, cooperation, respect and openness

Our corporate culture means that the relationship between the management, executives and all employees in all areas of the company is guided by mutual respect, openness and a shared understanding of trusting cooperation. Honest feedback and active and open communication characterize our interactions. We conduct fair and open discussions and deal with differing opinions without bias.

We create a working environment that respects the dignity, privacy and rights of all individuals. We encourage our colleagues to express their ideas and concerns openly and objectively. We reject all forms of violence and assault in the workplace, including threatening and intimidating behaviour. Every employee is called upon to contribute to an atmosphere of respectful cooperation. Any kind of personal harassment, discrimination and disrespectful behaviour will not be tolerated. We do not tolerate workplace harassment, unwanted sexual advances, unwanted physical contact, indecent propositions, offensive jokes, remarks or other humiliation.

We value diversity and strive to create an inclusive workplace where everyone feels valued and respected.

Qualification

The skills, qualifications and commitment of our employees are a valuable asset. Skills and qualifications are the key criteria in the selection and development of our employees. We expect our employees to maintain and develop their skills. The acquisition of additional qualifications is supported and encouraged by the company.



Diversity

We do not discriminate against anyone on the basis of gender, ethnic origin, nationality, religion, age, disability, sexual orientation and other legally protected characteristics. We promote inclusion in everyday working life wherever possible, with the aim of achieving maximum creativity in the daily working environment.

Avoidance of conflicting interests

Employees should avoid situations in which their personal interests conflict with the interests of the company. All actual or potential conflicting interests should be disclosed to the relevant departments and handled transparently and ethically.

Protection of corporate values

We are responsible for protecting the company's assets, including physical property, intellectual property and confidential information.

We expect our employees to use company resources responsibly and to protect them from loss, damage or misuse.

Professional behaviour

We expect all employees to behave professionally and respectfully in all their interactions, whether with colleagues, customers or the public. This includes using appropriate language and behaviour and presenting the company in a positive light at all times.



Environmental and social responsibility

We are committed to minimizing the environmental impact of our activities and making a positive contribution to the communities in which we operate. We are committed to the responsible use and sourcing of natural resources (water, energy, raw materials and land) in the manufacture and distribution of our products. We comply with applicable national environmental laws, regulations and standards. We avoid using particularly harmful substances and additives in our processes. Proper disposal and, where possible, recycling of waste is a matter of course for us.

Our employees are encouraged to behave in an environmentally and socially responsible manner both in and outside the workplace.

Reporting and accountability

Employees are encouraged to report violations of the Code of Conduct, company policies or applicable laws. We will not tolerate retaliation against anyone who reports violations in good faith. All reports will be investigated promptly and fairly.

Communication and transparency

Open and honest communication is the key to maintaining trust within the company. We strive to promote a culture of transparency and open dialog in which employees feel comfortable. We encourage the willingness to express ideas and discuss concerns. We are grateful for openly expressed comments on perceived misconduct or possible changes in behaviour to improve processes or communicative behaviour.

These tips are followed up. Under no circumstances will such information lead to restrictions or sanctions.



Compliance and enforcement

All employees are expected to familiarize themselves with the Code of Conduct and adhere to its principles. Compliance with the Code of Conduct by every employee is expected by the management and the shareholders. Breaches of the Code of Conduct may also constitute breaches of obligations arising from the employment relationship and as such may result in disciplinary measures, including dismissal.

Occupational safety

We ensure a safe and healthy working environment and take effective measures to avoid or prevent potential accidents and damage to the health of employees associated with the work process. We comply with the laws and regulations for maintaining health and safety in the workplace. Our employees are required to avoid behaviour that endangers their own health or safety or that of others. We comply with the legal provisions regarding working hours and the protection of privacy. Employees are entitled and encouraged to actively make suggestions to the company (supervisors, management) on all matters relating to health and safety at work. Our health and safety policy also includes a ban on alcohol, tobacco products and illegal drugs in the workplace.

As part of our occupational health management, we promote measures and offer various programs in the health areas of exercise, nutrition, relaxation and stress.

In this way, we want to actively support the health of our employees in order to prevent illness and keep them in their working life in the long term.

Minimum wage

We are responsible for appropriate remuneration and guarantee the statutory or collectively agreed minimum wage.

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