

CODE OF CONDUCT

R+M / SUTTNER



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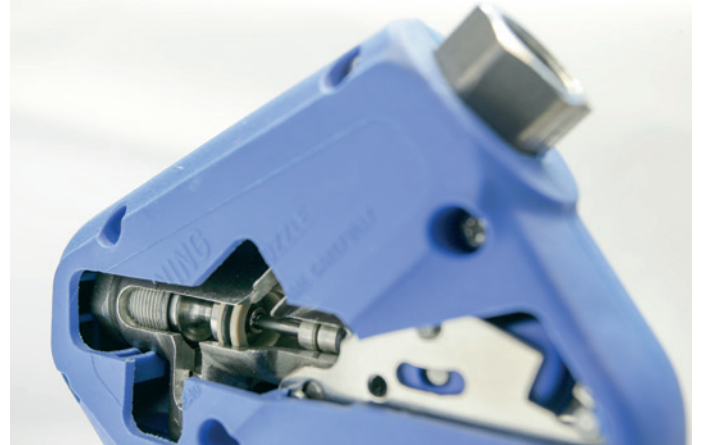
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1. Introduction

R+M / Suttner is the world's leading supplier of professional cleaning and hygiene technology made in Germany. With over 60 years of experience and expertise, R+M / Suttner develops and manufactures high-quality components, spare parts and accessories for high-pressure cleaners and industrial vacuum cleaners.

Our goal is to make the business relationship as reliable and sustainable as possible for our partners. Responsible corporate governance and responsibility towards our business partners, the environment and our employees are therefore important criteria in our actions.



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2. Our corporate values

These guidelines are not only a guide for our managers, but also clear guidance for all of us. They reflect how we interact with each other on a daily basis, what expectations we have of ourselves and each other, and how we want to achieve our common goals. It's not just about the big decisions, but about the many small moments in which we show who we are and what we stand for.

2.1 Appreciation and recognition

Appreciation and recognition are central pillars of our leadership. Every achievement and every opinion counts. We create an environment in which everyone feels valued and taken seriously.

2.2 Teamwork and collaboration

Successful collaboration is based on openness, respect and mutual support. Our teams complement each other's skills and together we achieve our goals. We create an environment in which every employee is heard and can contribute.

2.3 Communication and information

Our communication is open, honest and transparent. We share information transparently, thereby promoting a deeper understanding of one another. Every opinion is valuable, and dialogue strengthens our cohesion.

2.4 Responsibility and decision

Responsibility means taking responsibility for your own actions and those of your team. We encourage our employees to take personal responsibility and support them in making decisions independently. Mistakes are part of the learning process.

2.5 Motivation and commitment

Our leadership thrives on passion and setting an example. We recognise the achievements of everyone and create an environment that promotes motivation and commitment. Together, we work towards our goals and celebrate our successes.



2.6 Ethics and integrity

We lead with clear moral principles and take responsibility. Honesty, authenticity and firm values are the foundation of our leadership. Our employees know where they stand with us every day, and we create a climate of trust and mutual respect.

2.7 Objectives

We set ourselves goals that are both achievable and challenging. Our employees receive active support and guidance in achieving these goals. Together, we are shaping the future of cleaning technology.



2.8 Equality and equal treatment

Diversity, equal opportunities, and anti-discrimination are a matter of course for us. We do not look at origin, gender, or orientation; we focus on what we can achieve together.

2.9 Employee development

We recognise the talents of our employees and promote them in a targeted manner. Through individual development opportunities, we create prospects that contribute to personal and professional development. Everyone at our company is given the chance to develop their skills.

2.10 Transparency and trust

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3. Legal and ethical conduct

3.1 Compliance with embargoes and sanctions/import and export control

We are committed to complying with all applicable national and international laws, regulations and official requirements relating to embargoes and sanctions. Any form of cooperation, trade or business relationship with persons, organisations or countries that are on sanctions or embargo lists is prohibited. All employees and business partners are obliged to ensure that their activities do not violate any applicable embargo or sanction regulations.

In many cases, cross-border goods transfers are subject to national and international control regulations. It is therefore necessary to ensure that all export and import transactions are carried out in accordance with the rules.

3.2 Labour law

We are committed to complying with all applicable labour law regulations and standards. These include regulations on working hours, remuneration, and social security.



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ration, holidays, protection against dismissal, maternity protection, equal treatment, and occupational health and safety. We stand for fair working conditions, respect in our dealings with one another and the protection of the rights of all employees. Discrimination, bullying, forced labour, child labour and any form of exploitation or unlawful employment are not tolerated.

3.3 Health and safety

The health and safety of our employees is a top priority. We are actively committed to providing a safe, healthy and supportive working environment. Our goal is to prevent accidents at work,



work-related illnesses and mental stress, and to promote the physical and mental well-being of all employees. To this end, we take preventive measures that go beyond the legal requirements. These include, among other things, the regular assessment and minimisation of health and safety risks, the provision of suitable protective equipment and safe work equipment, the implementation of training and awareness-raising measures in the field of occupational safety and health protection, and internal health days.

3.4 IT security

We protect our digital infrastructure, systems and data. We are committed to complying with all applicable legal and internal requirements for information and IT security. To protect our corporate values, confidential information and personal data, we rely on preventive security measures and a high level of security awareness among all employees in accordance with ISO 27001.

3.5 Compliance with the Supply Chain Due Diligence Act (LkSG)

We respect human rights and comply with environmental obligations throughout our entire supply and value chain. In accordance with the German Supply Chain Due Diligence Act (LkSG), we fulfil our corporate responsibility to prevent human rights violations and environmental offences.



3.6 Data protection and confidentiality

The responsible handling of personal data and the protection of confidential information and trade secrets are of paramount importance to us. We are committed to complying with all applicable data protection laws – in particular the EU General Data Protection Regulation (DSGVO) – as well as internal guidelines for the protection of sensitive information. Within the framework of the Whistleblower Protection Act, we have established a contact point to which employees can anonymously report possible misconduct.

3.7 Conduct towards customers, suppliers and business partners

All employees are encouraged to represent our corporate values externally and to promote trusting, fair and honest business relationships. Our actions are based on trust, reliability and the goal of long-term partnerships.

3.8 Fair trade and anti-corruption

The R+M/Suttner Group firmly rejects any form of corruption, bribery, granting of advantages, extortion and unfair competition.

4. Environmental responsibility and sustainability

4.1 Environmental standards

We are aware of our ecological responsibility and are committed to complying with all applicable environmental laws, regulations and standards. Our goal is to conserve natural resources, minimise environmental impact and actively contribute to climate and environmental protection.

We focus on environmentally conscious processes and promote the responsible use of energy, water, raw materials and waste.



4.2 Sustainability and durability of our products

We only use high-quality materials to ensure the longevity of our products. In addition to our products, we also offer replacement parts to reduce the amount of waste and scrap, thereby conserving valuable resources and protecting the climate.

5. Management systems

5.1 Integrated management systems

We base our actions on internationally recognised management standards, in particular DIN EN ISO 9001 for quality management. Our goal is to ensure the highest quality standards 'Made & Engineered in Germany' through clear processes, continuous improvements and systematic control, for the benefit of our customers, business partners, employees and society.

5.2 Internal and external audits

In order to comply with management standards, internal and external audits are carried out and training courses are provided for our employees.



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6. Failure to comply with the code of conduct

Every person in the R+M/Suttner Group is responsible for ensuring compliance with the Code of Conduct. Any deviations should be identified and addressed at an early stage.

If you have any questions or comments, please contact your manager, the HR department or the management at any time.

Questions or comments regarding data protection can be addressed to the data protection officer.



Data protection officer
Prof. Dr.
Ulf Vormbrock

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