

DRÄXLMAIER Group Corporate Behavior Policy



Corporate Behavior Policy

Preamble

Corporate Behavior describes the behavior that is expected from the employees of the DRÄXLMAIER Group in daily business both internally and externally. Corporate Behavior enhances our image.

Content

Ethics and Decency

Every employee and executive acts in accordance with the legal regulations and general principles of ethics and decency. We will not tolerate any comments or behavior that may cause hostility and aggressiveness towards our colleagues or towards other employees, business partners or customers. We will not tolerate any form of discrimination, harassment or mobbing.

Order and Safety

All the employees and executives undertake to carry out the work assigned to them in the highest possible quality, to contribute to maintaining the order and safety of operations and to refrain from doing anything that may impair company operations, internal peace or operational safety.

Protection of Corporate Property

Corporate property is only intended for operational purposes and thus has to be protected against damage, loss, theft and unauthorized use and access. Private use is not permitted, unless a collective or individual agreement has been made. Know-how and business documents are the property of the DRÄXLMAIER Group. The disclosure of business data of any kind to third parties outside the DRÄXLMAIER Group is not permitted, both during and upon termination of the employment relationship, unless this is required due to legal and contractual regulations. We adhere to all the rules that applied to protect personal data and for information security.

Behavior in the public and towards business partners

All employees of the DRÄXLMAIER Group should behave correctly and professionally in public and on public platforms and networks in the Internet towards employees, executives and business partners. On business trips, we behave appropriately and correctly in accordance with the relevant cultural groups and local conditions.

Accessibility

We are accessible to our customers and other external partners. Voice-mail functions or call transfers should be used. Out-of-office assistants providing the name of a proxy have to be activated when employees are absent.

E-Mail and Use of Internet

Private use of e-mails and the Internet is not permitted. Deviations from this rule are specified in the local policies. Rule-based e-mail forwarding (e.g. in the case of absence) to an external/private e-mail address is not permitted. E-mail signatures are part of a uniform corporate appearance to the outside world.

External Events

External events are events that are not organized by the DRÄXLMAIER Group. Any official presentation or publication of the DRÄXLMAIER Group by employees in their role as employees or representative of the DRÄXLMAIER Group or that may affect the reputation and prestige of the DRÄXLMAIER Group requires prior approval by the management of the relevant company. Any compensation that may be made shall be transferred to the company if the event was prepared and carried out during working hours. External communication for lectures, fairs or other events has to be approved and verified for correct content and Corporate Design by Corporate Communications or, if available, by the communications specialist at your site. In this case, please send your completed documents to Corporate Communications for approval at least two weeks before the date of the presentation. Presentations to OEMs and suppliers that are subject to an NDA are not affected by this.

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Involvement of employees in the business environment and in public functions

As a part of society, we consider ourselves a reliable partner and promoter of culture, sports, education and social projects. As a globally-operating organization, we have social responsibility and support the regions around our sites with selected projects on a long-term basis. Our aim as a partner to the region is to commit ourselves to gaining maximum benefit for society. The socially responsible behavior of the employees of the DRÄXLMAIER Group in non-profit organizations, such as e.g. associations, relief organizations and fire departments at municipal or supra-regional level is explicitly welcome, provided that it is not contrary to the interests of the DRÄXLMAIER Group.

Compliance/General Information

Exceptions require explicit agreement at company level and/or have to be approved by the management of the appropriate company that is also responsible for deciding on any further agreements with the Executive Board or with other specialized units.

Scope

The contents of this policy apply to all employees of the DRÄXLMAIER Group worldwide. Furthermore, the DRÄXLMAIER Group requires its suppliers to respect and take account of them in their policies.

Further Information

For further information, please contact this mail-address: policy-info@draexlmaier.com

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