Code of Conduct

General rules of conduct

LEONHARDT
DOSING EQUIPMENT FOR THE FOOD INDUSTRY

Foreword

Dear employees,

It is with great pleasure that we present to you our new rules of conduct on behalf of the management of **Maschinenfabrik Leonhardt**. These rules are the result of our joint efforts to strengthen our corporate culture and place our values at the heart of everything we do. We firmly believe that true excellence lies not only in our products and services, but also in the way we treat each other. Our Code of Conduct reflects our commitment to creating a working environment where we respect, support and inspire each other.

These rules are not a rigid set of rules, but a living promise we make to ourselves and our employees. They remind us that we share responsibility to meet the highest ethical standards, protect human rights, promote a culture of diversity and equality, and sustainably preserve our environment.

Our success as a company depends on each and every one of us, because we are the heart and soul of **Maschinenfabrik Leonhardt**. Every contribution counts and every positive action helps to create a working environment based on trust, integrity and mutual appreciation.

We would like to thank you for your dedication, commitment and support in implementing these rules of conduct. By adhering to these principles together, we are not only shaping our future, but also a work culture that makes us proud and brings us together as an even stronger community.

The Managing Director of Maschinenfabrik Leonhardt

Stand 07/2023

Eric Kerschbaumer

LEONHARDT

DOSING EQUIPMENT FOR THE FOOD INDUSTRY

Introduction

Maschinenfabrik Leonhardt is committed to maintaining the highest ethical standards and promoting responsible and sustainable operations. This Code of Conduct sets out the basic rules of conduct for all employees and includes specific guidelines relating to modern slavery, child labor and suppliers.

General rules of conduct

1.1. Legal compliance

All employees of **Maschinenfabrik Leonhardt** must comply with applicable laws, rules and regulations, both with regard to their work activities and their interaction with customers, suppliers and other business partners.

1.2. Ethics and integrity

Integrity and ethical behavior are central to our corporate culture. We expect all employees to behave honestly, fairly and respectfully and not to take any action that could damage the company's reputation.

1.3. Equal opportunities and non-discrimination, diversity and inclusion

Maschinenfabrik Leonhardt is committed to promoting diversity and inclusion and encourages all employees to create an inclusive and respectful work environment that values diversity and is free from discrimination. We promote a work environment based on equal opportunity, respect and fairness.

Discrimination of any kind, whether based on gender, race, ethnicity, religion, sexual orientation, disability or other protected characteristics, will not be tolerated.

1.4. Working conditions and health protection

Maschinenfabrik Leonhardt is committed to providing safe and healthy working conditions. All employees are required to follow applicable safety guidelines and report potential hazards in the workplace.

1.5. Collective bargaining and freedom of association:

As a company without an existing collective bargaining agreement, we respect the right of our employees to organize and bargain collectively. We promote freedom of association and encourage open dialogue between management and employee representatives to find joint solutions that take into account both the interests of the company and the needs of our workforce. We are committed to positive and constructive cooperation to ensure a harmonious working environment and fair working conditions.

2.0. Modern slavery and child labor

2.1. Prohibition of modern slavery

Maschinenfabrik Leonhardt rejects modern slavery in any form. We do not tolerate forced labor, bonded labor or inhumane working conditions. Every employee has the responsibility to recognize signs of modern slavery and to make appropriate reports.

Maschinenfabrik Leonhardt expects its suppliers to adhere to the same high ethical standards, especially with regard to modern slavery, child labor and discrimination. We give preference to suppliers who are committed to sustainable practices and social responsibility.

2.2. Prohibition of child labor

We are committed to ensuring that no form of child labor takes place in our operations or supply chains. The employment of persons under the minimum legal age is strictly prohibited.

3. Responsible procurement and supply chain

Maschinenfabrik Leonhardt values responsible procurement and encourages its suppliers to promote sustainable practices, fair working conditions and environmental friendliness. Compliance with these standards must be taken into account when selecting and working with suppliers.

4. Whistleblower protection

Maschinenfabrik Leonhardt encourages all employees to report concerns or reports of violations of this Code of Conduct or unethical behavior.

Maschinenfabrik Leonhardt provides a secure and confidential mechanism for employees to report violations of the Code of Conduct or other unethical practices without fear of reprisal.

We ensure that such reports are treated confidentially and appropriately investigated. There will be no retaliation against employees who have good intentions and report violations.

5. Compliance with the Code of Conduct

Violations of this Code of Conduct may result in disciplinary action, including a warning, termination or legal action if necessary. The type of sanctions will be determined based on the severity of the violation and the circumstances of the individual case.

Maschinenfabrik Leonhardt will continuously strive to monitor, improve and, if necessary, adjust compliance with this Code of Conduct to ensure that we fulfill our obligations to promote ethical behavior and social responsibility.

6. Confidentiality and data protection

Maschinenfabrik Leonhardt is committed to protecting the confidentiality and data protection of customers, employees and all confidential information of the company. Employees must treat confidential information responsibly and must not disclose or misuse it without authorization.

7. Conflicts of interest

Employees should avoid all situations in which personal interests could conflict with the interests of the company. Conflicts of interest must be disclosed and appropriate measures should be taken to ensure the integrity and impartiality of the company.

8. Fair competition

Bribery, corruption and the acceptance of improper benefits are strictly prohibited. Employees may not accept or grant gifts, benefits or payments that serve to exert undue influence on business decisions.

9. Responsibility for the environment and sustainability

Maschinenfabrik Leonhardt is committed to environmentally friendly practices and sustainable development. Employees are encouraged to use resource-saving processes, minimize waste and promote environmentally friendly alternatives.

10. Working time, work breaks and overtime

Maschinenfabrik Leonhardt respects the legally prescribed working hours and work breaks. Overtime should only be worked in exceptional cases and with appropriate compensation. Employees have the right to adequate rest periods in order to maintain their work performance.

11. Social media and online behavior

Employees should be aware that their online behavior can affect the company's reputation. It is important to manage the use of social media and other online platforms responsibly and not to disclose confidential company information or damage the company's reputation.

12. Communication and cooperation

We value open and respectful communication and cooperative teamwork. Employees should respect others, give constructive feedback and resolve conflicts in a fair and professional manner.We value open and respectful communication and cooperative teamwork. Employees should respect others, give constructive feedback and resolve conflicts in a fair and professional manner.

13. Ethics in sales and marketing

All sales and marketing activities should be conducted in an honest and transparent manner. Deceptive, misleading or unethical practices are not acceptable.

Maschinenfabrik Leonhardt conducts business exclusively according to the principle of performance and on the basis of the market economy and free, unhindered competition. We are happy to compete with our competitors and always comply with the law and ethical principles.

No anti-competitive agreements are made with competitors, suppliers or customers. Where our company holds a dominant market position, we do not abuse it.

14. Data security and IT policies

Maschinenfabrik Leonhardt expects its employees to comply with the guidelines on data security and IT use in order to protect the confidentiality, integrity and availability of company data and IT systems.

15. Safety at work

Maschinenfabrik Leonhardt attaches great importance to occupational safety and accident prevention. All employees are required to strictly comply with applicable safety policies and procedures, use personal protective equipment, and report potentially hazardous situations or work accidents immediately. It is mandatory to participate in safety training to raise awareness of occupational safety.

15.1. Ergonomics at the workplace

Maschinenfabrik Leonhardt strives to create ergonomic working conditions to promote the well-being and health of its employees. All employees should observe ergonomic principles in the workplace, such as proper posture, appropriate use of ergonomic furniture, and taking breaks and exercising in the workplace to minimize stress and injury.

15.2. Hazardous substance management

Maschinenfabrik Leonhardt is committed to the safe handling, storage and disposal of hazardous substances in accordance with applicable regulations. Employees should be informed about the correct handling of hazardous substances, receive appropriate training and follow the necessary protective measures to minimize hazards.

15.3. Emergency preparedness and evacuation plans

Maschinenfabrik Leonhardt ensures that appropriate emergency preparedness plans and evacuation plans are in place. All employees should be informed about these plans, carry out regular drills and be able to react appropriately in an emergency to ensure their own safety and the safety of others.

15.4. Health promotion

Maschinenfabrik Leonhardt promotes the health and well-being of its employees. Health promotion programs, such as ergonomic training, fitness activities or information events on healthy nutrition, are offered to raise awareness of healthy lifestyles and support well-being in the workplace.

15.5. Fire protection

Maschinenfabrik Leonhardt attaches great importance to fire protection measures to ensure the safety of all employees. All employees should be informed about the locations of fire extinguishers, emergency exits and alarm detectors. Regular fire drills should be conducted to practice proper behavior in the event of a fire. The uncontrolled ignition of fires, blocking of escape routes and misuse of firefighting equipment are strictly prohibited.

16. Conflict resolution and dispute resolution

It is important to resolve conflicts in the workplace in a fair and constructive manner. **Maschinenfabrik Leonhardt** promotes alternative methods of conflict resolution and encourages employees to report conflicts early and take appropriate steps to resolve them.

17. Continuing education and training programs

Maschinenfabrik Leonhardt is committed to providing continuing education and training programs to ensure that all employees understand and can comply with the standards and requirements of the Code of Conduct.

18. Compliance with trade sanctions and export controls

Employees must comply with applicable trade sanctions and export control laws to ensure that no prohibited business or transactions take place.

19. Sustainability and environmental protection

Maschinenfabrik Leonhardt is committed to promoting environmental sustainability and the responsible use of natural resources. We strive to implement environmentally friendly practices in our operations and supply chains and to minimize the impact of our operations on the environment.

19.1. Conservation of resources

We are committed to minimizing the consumption of energy, water and other natural resources. Employees are encouraged to use resources consciously and to support measures to increase efficiency.

19.2. Waste minimization and recycling

We strive to reduce waste and implement recycling programs to recycle waste and use recyclable materials. Employees are encouraged to actively participate in waste management and support environmentally friendly disposal methods.

19.3. Ecological sustainability and renewable energies

Maschinenfabrik Leonhardt is committed to environmental sustainability and actively promotes the use of renewable energy. We aim to reduce our CO2 emissions and increase the share of renewable energy in our operations. Through energy efficiency measures and partnerships with renewable energy providers, we aim to support a low-carbon economy.

19.4. Environmentally friendly alternatives

We promote the use of environmentally friendly materials, products and technologies wherever possible and economically viable. When procuring products and services, we emphasize sustainability and environmental compatibility.

Maschinenfabrik Leonhardt will continuously strive to improve its efforts in the area of environmental sustainability and explore innovative solutions to make a positive contribution to environmental protection.

Closing words

In conclusion, we affirm that this Code of Conduct is not just a static document, but a living expression of our values and commitments. We see it as a dynamic guide that evolves in line with the changing demands and challenges of our time. Together, we strive to create a corporate culture based on integrity, responsibility and sustainable action. Through continuous learning, engagement and collaboration, we can achieve our goals and create positive change in our organization and beyond. Together, we are on the path to a better future.