

Code of Conduct **Guidelines for our corporate activities**

With a company history of over one hundred years comes responsibility. We, the employees, managers and owners of Maschinenfabrik Mönninghoff GmbH & Co. KG, therefore feel obliged to continue the company's success in the future. This can only be achieved together and with shared values and principles.

As a company, we impact people's lives and the environment through our business activities and relationships, and therefore bear the risk that our activities may have an adverse effect.

The rules set out in these guidelines bring business and strategic objectives into line with our ethical, moral and social ideas. They are both a binding framework for our actions and a guide for decisions. Each individual is called upon to assume responsibility in his or her place in order to advance the company's reputation among our partners and the general public. In particular, the owners and managers of the company are called upon to act as a clear role model for their employees and to support them in complying with the Code.

Independence requires the courage to act unconventionally.
We have this courage.

Our self-image

The customer is the focus of our actions, because his satisfaction secures the long-term success and jobs of our company. Accompanying the technological progress of our customers is our primary goal.

Through friendliness, openness and the ability to accept criticism, we promote the achievement of our common goals. In doing so, we understand listening as an essential condition for results-oriented communication. In an effort to make decisions based on respect, integrity and fairness, we listen to each other and recognize each other's needs.

With our own actions, we take responsibility for achieving jointly defined goals and reliably delivering what we promise.

The idea of quality

We want to be the driving force and recognizable benchmark in our markets. In order to continuously meet our high quality standards, we invest in state-of-the-art production equipment and in the efficiency of our quality management.

The outstanding quality level of Maschinenfabrik Mönninghoff is a core value in our company. Our demand for excellence does not only refer to the accuracy of our products, but also to processes and procedures, evaluations and documentations and to the way we communicate. To permanently question these aspects in the sense of a continuous improvement of the internal cooperation, as well as in dealing with our partners, is the task of all employees and on every level.

Economic thinking and acting

Economic success and growth secure the independence of our company. We strengthen the earning power required for this through efficiency and innovation. Responsible handling of all assets is thus the basis of our economic self-image. This includes company property of all kinds: operational equipment, working materials, Mönninghoff products, fleet vehicles, software, company data and logos - but also working time and intellectual property.

The use of these assets is exclusively for business and not for private purposes. Every employee contributes to securing the company's success by using the company's resources carefully.

Committed to the site

We are committed to our regional identity. In line with our tradition as a manufacturing company in the Ruhr region, this remains a future-proof production location for us as a family-owned company.

We promote social and cultural life at our company's location. We also fulfill our social responsibility through our active contribution to training and continuing education.

Tolerance and openness to the world

Flexibility and motivation of our employees are the basis of our success. Everyone who is willing to contribute this is welcome at Mönninghoff.

In doing so, we respect different values and cultures and do not tolerate any form of discrimination. In particular, any form of discrimination based on gender, racial or ethnic origin, disability, age, sexual identity or religion will not be tolerated. The promotion of equal rights in employment and occupation is a central concern of ours.

It is a matter of course for us to make these moral and ethical principles the basis of our actions and to observe and comply with them. With a significant proportion of our sales is exported, we are open to the world and naturally take into account the principles and standards of the countries and cultures in which we operate.

Occupational safety and health

Dealing responsibly with the health of our employees are permanent corporate goals. We ensure occupational safety and health protection at the workplaces. In order to avoid the risk of accidents, occupational diseases or other health impairments as far as possible, the statutory requirements are complied with without fail.

We comply with the requirements for maintaining safety and the environment and take care not to put ourselves or others in danger. In addition, with our proactive health management, we pursue the goal of maintaining and promoting the health of our employees in a preventive manner.

Human rights and environmental protection

We only work with suppliers who operate in a formal working environment and share our understanding of corporate due diligence.

To promote universal compliance with international human rights standards, we follow the German government's National Action Plan for Business and Human Rights and the United Nations Human Rights Charter. Where local law and international human rights are not aligned, we will act in accordance with the higher standard.

Compliance with all statutory and official regulations on environmental protection in the sense of gradually reducing emissions that are harmful to the climate and health is primarily directed at optimizing our production processes in terms of resource, material and energy efficiency. In addition, we develop environmentally friendly innovations that are safe to operate.

We permanently try to identify potential and actual negative impacts on human rights environmental protection through our business activities and our supply chain. Should we identify sector- or company-specific risks, we take direct action to meet our social and environmental standards.

The basis for this is that we see our suppliers not as subcontractors but as partners and are therefore in a permanent exchange with them. In this way, we can jointly shape the supply chain in a sustainable manner.

Fairness and integrity

We are committed to fair competition and comply with all applicable laws regulating competition. This includes in particular the prohibition of agreements with competitors on prices, conditions and production restrictions. We stand for free and open competition and strictly reject market-impeding coordination and agreements. We do not tolerate the exchange of sensitive information with competitors, the abuse of a dominant market position or other unfair methods of competition.

Maschinenfabrik Mönninghoff does not accept corruption and manipulation of any kind. For us, the applicable laws against corruption and bribery are of central importance, regardless of where, for what reason or to whom benefits are granted. The acceptance of gifts, inappropriate invitations or other favors and benefits - with the exception of low-value small items - is generally prohibited.

If professional decisions are made under the influence of personal interests or private connections, conflicts of interest must be disclosed. Any unilateral favoritism or unjustified disadvantage of a business partner must be prevented.

Confidential information and intellectual property

We handle confidential information conscientiously and carefully. We protect information subject to data protection as well as documents and information entrusted to us by third parties as agreed. Sensitive data is not passed on to third parties and is protected from unauthorized access by third parties. The protection of intellectual property, in particular developments, is an essential indication of the reliability of our company to our markets. Unconditional confidentiality and documentation are essential for this purpose.

Implementation of the guide

Responsibility for the implementation of this guideline is controlled by the company's management and the department heads. This ensures that the principles are integrated into all company processes and that each area of the company is aware of its own responsibilities.

In the knowledge of the potentially serious damage to the company's reputation and the resulting manifold economic losses, compliance with these rules of conduct is a fundamental concern for us.

All employees are directly required to comply with the guidelines. Violations are clarified as early as possible and consistently pursued. Deliberate violations are consistently punished in accordance with the applicable laws, collective bargaining agreements, company agreements and individual contractual regulations.

We communicate this guide both internally and externally to raise awareness and provide information. We encourage our employees and partners to report suspected violations of this guideline.

Bochum, 01.01.2023

Machine factory Mönninghoff
GmbH & Co KG



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