

# Code of Conduct

ALFA KLEBSTOFFE AG



# CODE OF CONDUCT

## 1. PREFACE / INTRODUCTION BY THE CEO

Dear partners,

For more than five decades, as an owner-managed and globally active company, we have been combining development expertise in solvent-free, environmentally friendly and sustainable adhesives with technical application ingenuity with the aim of creating a holistic bonding process. We contribute to future generations through our commitment to continuous further development. We are conscious of our responsibilities, within our own organization, towards our customers and suppliers, as well as towards the environment and society. This informs our commitment to uphold social, ethical and sustainable practices across all of our business activities. We are convinced that the only way for us to generate sustainable and long-term value is for our conduct to be legally and ethically irreproachable. This is why we are committed to the sustainable development of our business, characterized by respect and a sense of responsibility towards all of our business partners, our employees, the environment, and the community. We are proud of our technologically advanced products and of the skills levels of our employees.

We are grateful to you for your much valued cooperation and for your contribution towards supporting, promoting and upholding our values for future generations.

Thomas Simmler  
CEO / President

A handwritten signature in black ink that reads "Thomas Simmler". The signature is written in a cursive, flowing style.



## 2. OVERVIEW

This Code of Conduct is based upon the following principles:

### Human rights

Principle 1 We support and respect international human rights within our sphere of influence.

Principle 2 We ensure that we are never party to any violations of human rights

### Labor standards & laws

Principle 3 We uphold freedom of contract and freedom of association

Principle 4 We are committed to the elimination of any and all forms of forced labor

Principle 5 We are committed to the abolition of child labor

Principle 6 We are committed to the elimination of discrimination in recruitment and employment

### Environmental protection

Principle 7 We support a proactive approach towards tackling environmental problems

Principle 8 We foster a responsible approach to the environment

Principle 9 We promote the development and dissemination of environmentally friendly technologies

### Fight against corruption

Principle 10 We reject corruption in all its forms

### 3. STATEMENT OF PRINCIPLES

This Code of Conduct is based on the 10 principles of the UN Global Compact. The United Nations Global Compact (UNGC) formulates ten principles for the social and ecological shaping of globalization and offers universal guidelines for a sustainable economy: <https://unglobalcompact.org/what-is-gc/mission/principles>

As well as the ILO's labor and social standards:  
<https://www.ilo.org/international-labour-standards>

We have formulated our standards for responsible and entrepreneurial behavior with regard to transparency, the environment and corruption in the four areas of human rights, labor standards, the environment, and the fight against corruption.

Our voluntary commitment extends to the inclusion of our partners (customers, suppliers, and other stakeholders) in our environment, from whom we expect the same sense of responsibility and action. The current version of our Code of Conduct can be found on our website.

In the event of doubt, the German version is authoritative.

### 4. HUMAN RIGHTS

Principle 1      We support and respect international human rights within our sphere of influence.

Human rights are a significant accomplishment for the protection of people against the overpowering impact of organizations and institutions. We respect and honor internationally proclaimed human rights and promote and demand their observance within our sphere of influence and the possibilities available to us.

Principle 2      We ensure that we are never party to any violations of human rights

Compliance with this Code of Conduct and with applicable norms and standards may not be undermined by collateral agreements, such as deviating contractual agreements or other comparable measures. In cases where national and international regulations are not congruent, the business partner should adhere to the standard that provides the most protection for those affected.

### 5. LABOR STANDARDS & LAWS

Principle 3      We uphold freedom of contract and freedom of association

Our company is a social organism comprising voluntary members each of whom contributes to the whole. Individuals should have the greatest possible freedom in association with others to enable their abilities to be utilized to the full.

Principle 4      We are committed to the elimination of any and all forms of forced labor

We do not tolerate any form of forced labor. This means that none of our business partners may perpetrate any form of involuntary employment or employment under threat of punishment or other sanctions, including forced labor of prisoners or slavery. We actively foster the training and further education of our employees. We ensure that our employees are familiar with our corporate principles and mission, and act in accordance with them.



**Principle 5**      We are committed to the abolition of child labor

The exploitation of children and young people cannot be tolerated in any form. We expect our business partners to prevent all forms of child labor in their operational processes. The International Labor Organization (ILO) has set the minimum age for the admission of children to work and training at 15 years (end of compulsory education). Wherever national legislation governing child labor, or the minimum working age stipulates even more stringent criteria, that legislation shall take precedence. We respect this regulatory principle, and we also ensure that our business partners uphold it.

**Principle 6**      We are committed to the elimination of discrimination in recruitment and employment

Discrimination is defined as any distinction, exclusion or preference based on gender, skin color, religion, political opinion, national or social origin that is used as an impediment to equal treatment in employment and training. We explicitly prohibit discrimination of this nature, and we impose sanctions if this principle is violated.

## **6. ENVIRONMENTAL PROTECTION**

**Principle 7**      We support a proactive approach towards tackling environmental problems

The protection of people and the environment is an integral part of ALFA's policy. We strive continuously to improve our environmental performance and we adopt a precautionary approach in relation to environmental hazards. Consequently, we also expect our business partners to adopt appropriate measures to reduce the climate-relevant impacts of their business activities, proactively to protect the climate and the environment in accordance with internationally applicable standards and legislative provisions and continuously to improve the effectiveness of their efforts in relation to these goals. This includes the avoidance wherever possible of emissions and waste, as well as the continuous improvement in relation to the efficient use of resources.

**Principle 8**      We adopt measures to foster a responsible approach to the environment

The introduction, certification and continuous improvement of environmental management systems is a crucial aspect of our sustainable corporate development. To this end, we collect environmentally relevant data from within our company (including data on waste generation, emissions, energy and water consumption) and we endeavor to improve and scrutinize those data on an ongoing basis.

**Principle 9**      We invest in environmentally compatible and new technologies

We are committed to researching and developing environmentally compatible products and technologies. We place great value upon the use of renewable energies and on the continuous improvement of energy efficiency. ALFA will systematically expand its strength of expertise in relation to production processes with the aim of advising customers on the subject of disassembly, separation and recycling. To achieve this, ALFA works closely with associations, recycling initiatives, higher-level entities, machine manufacturers and technology suppliers.



## 7. FIGHT AGAINST CORRUPTION

Principle 10 We reject corruption in all its forms, specifically extortion and bribery

ALFA and our business partners are committed to compliance with international and local anti-corruption laws and standards. In our dealings with business partners and government institutions, we maintain strict two-way separation between the interests of the company and the private interests of employees. Actions and decisions are taken without regard for extraneous considerations and personal interests. In particular, we demonstrate clearly that our actions are required to comply with the United Nations Convention against Corruption, and that we are committed to accomplishing this objective. We reject all forms of corruption; bribes are neither offered nor accepted. We observe the rules of ethical business conduct, and we expect a high level of integrity from our employees and partners.

We reserve the right to conduct announced audits or assessments to assure compliance with legislation, regulations and standards. If there is any cause for concern, ALFA may also take appropriate action regarding the business relationship.