



## Code of Conduct

**This Code of Conduct presents the values and principles, and determines the entrepreneurial actions, of all employees and external business partners of MAXFELD Stanzbiegetechnik GmbH & Co. KG.**

### **Compliance with the law**

MAXFELD Stanzbiegetechnik GmbH & Co. KG bears social responsibility; in this respect, it is expected that all employees and managers, as well as all external partner companies, comply with the applicable laws and provisions and respect and observe ethical basic values. The principle of the honourable merchant and therefore the standards of the UN principle The Global Compact are included.

### **Honouring human and employee rights**

MAXFELD Stanzbiegetechnik GmbH & Co. KG supports compliance with fair working conditions and respects ethnic origin as well as the internationally recognised human and labour rights. Any form of forced and child labour is strictly rejected. All employees and external partners will be treated the same, notwithstanding gender, age, skin colour, race and nationality, culture, ethnic origin, marital status, sexual orientation, disability, religion, political orientation or world view. Labour times must not exceed the statutory framework, and must be remunerated appropriately according to their legal basis. Business actions or exercise of the profession under the influence of alcohol, drugs or other substances and narcotics is strictly forbidden.

### **Prohibition of corruption and bribery**

In order to receive the trust of customers, business partner and the public, MAXFELD Stanzbiegetechnik GmbH & Co. KG decisively rejects any form of corrupt conduct and avoids even the mere appearance of this. Any form of offering or granting of benefits that may be understood as an attempt at influencing must be avoided.

### **Environmental protection**

All employees independently contribute to gently presenting natural resources and to protect the environment and climate through their individual behaviour, and thus sustainably pursue important corporate targets.

### **Protection of data and operating secrets**

All personal data and information, in particular of the employees and all external partners and other third parties, is used with care and treated confidentially. Without consent of the affected person or statutory admissibility, personal data must not be collected. Protection of this information must be given the greatest care. This secrecy obligation also includes intellectual property.

Violations are prosecuted in the scope of the applicable laws of the internal provisions and the labour-law agreements, etc. MAXFELD Stanzbiegetechnik GmbH & Co. KG places the highest value on compliance with these principles of the Code of Conduct.

Langenzenn, 26 January 2018

Mr Udo Lechner