

MEISSNER®

Kompetenz und Professionalität.

2025



Policy

Business Conduct Guidelines

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Foreword

The public image of MEISSNER AG is significantly influenced by the appearance and behavior of each individual employee. Therefore, every employee is responsible for ensuring that their actions and omissions do not harm but rather promote the environmentally and socially conscious image of MEISSNER AG.

The Business Conduct Guidelines are binding rules that apply to every employee. They are intended to help address ethical and legal challenges in daily work. All employees can reach out to their respective supervisors at any time with questions and concerns related to the Business Conduct Guidelines.

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Fundamental Behavioral Requirements

Compliance with the Law

Compliance with laws is of utmost importance to our company. All employees must observe the legal provisions of the jurisdiction in which they operate. Violations of the law must be avoided under all circumstances, especially those that could lead to penalties such as imprisonment, fines, or monetary penalties.

In the event of a violation, all employees must expect disciplinary consequences due to the breach of contractual obligations, regardless of the penalties prescribed by law.

**Consistent
sanctioning of
violations**

Responsibility for the Reputation of MEISSNER AG

The reputation of MEISSNER AG is significantly shaped by the conduct and behavior of everyone. Inappropriate behavior or conduct even by a single individual can cause considerable harm to the company.

All employees are encouraged to uphold the public image of MEISSNER AG. The performance of duties must always align with this principle.

Mutual Respect, Honesty, and Integrity

We respect the personal dignity, privacy, and rights of every individual. We work with people of different genders, ethnic origins, nationalities, cultures, religions, and skin colors. We do not tolerate discrimination, sexual harassment, or any other form of personal harassment or insult.

We act openly, honestly, and with integrity, taking full responsibility for our actions. We are reliable partners and only make commitments that we can fulfill.

These principles apply both to internal collaboration and to interactions with external partners. We strive for fair employment conditions, pay fair wages, and consider employees' needs when making operational decisions.

Leadership, Responsibility, and Supervision

Every supervisor is responsible for the employees entrusted to them and must earn their respect through exemplary personal behavior, performance, reliability, and social competence. Supervisors set clear, ambitious, and realistic goals, lead with trust, and grant employees as much autonomy and freedom as possible. Supervisors and the HR department are also available to employees for professional and personal concerns.

Supervisors must fulfill organizational and supervisory duties and ensure that no legal violations occur in their area of responsibility that could have been prevented or made more difficult through proper oversight. This responsibility remains even when specific tasks are delegated.

Regarding leadership, responsibility, and supervision, the following applies:

1. **Selection Duty:** Supervisors must carefully select employees based on their personal and professional qualifications. The level of care required increases with the importance of the task assigned.
2. **Instruction Duty:** Supervisors must assign tasks clearly, completely, and bindingly, especially concerning compliance with legal provisions.
3. **Control Duty:** Supervisors must ensure continuous monitoring of legal compliance.

4. **Communication of Standards:** Supervisors must make it clear to employees that legal violations are disapproved of and will have consequences under labor law.

Dealing with Business Partners and Third Parties

Observing Competition and Antitrust Laws

Only fair competition has the right to thrive freely. The principle of integrity also applies in the fight for market share. Every employee is obligated to comply with all rules of fair competition. We provide our suppliers with fair contractual terms and reasonable compensation and expect them to act fairly and properly toward their employees and business partners.

Offering and Granting Advantages

We compete for business based on the quality and price of our innovative products and services. No employee may offer or grant undue advantages—either directly or indirectly—in connection with business activities, whether as monetary payments or other benefits. Promotional gifts to employees of business partners must be chosen to avoid any appearance of dishonesty or impropriety. In case of doubt, the recipient should be asked to obtain prior approval for accepting the gift. If the recipient resists, it indicates that the acceptance is likely deemed improper. Employees who conclude contracts with consultants, brokers, agents, or similar third parties must ensure that these parties also do not offer or grant undue advantages.

Requesting and Accepting Advantages

No employee may use their professional position to demand, accept, obtain, or promise advantages. This does not include the acceptance of minor, token gifts of low value. Other gifts must be declined or returned.

Special Rules for Awarding Contracts

Anyone applying for a contract expects a fair and impartial review of their offer. Employees involved in awarding contracts must observe the following rules:

- Any personal interest related to the performance of official duties must be disclosed to their supervisor.
- Suppliers must not be unfairly favored or disadvantaged in the competition for contracts.
- Invitations from business partners may only be accepted if the occasion and scope of the invitation are appropriate and declining it would violate norms of courtesy.
- Gifts from business partners must be declined and returned unless they are insignificant token gifts of low value (maximum EUR 50).
- No employee may have private work carried out by companies with which there is business contact if this would result in undue advantages.

Donations

As a company, MEISSNER AG provides financial and in-kind donations for education and science, arts, culture, sports, and social causes. Requests for donations are made by various organizations, institutions, and associations. The following rules apply to granting donations:

- Requests from individuals are generally to be rejected.
- Payments to private accounts are prohibited.
- Under no circumstances may a donation be granted to persons or organizations that do not have a flawless reputation or whose objectives are not compatible with those of MEISSNER AG.
- Donations must be transparent. The recipient and the specific use of the donation must be known. It must be possible to account for the reason for the donation and its designated use at any time.
- Donations should be tax-deductible.

Handling Counterfeit Parts and Plagiarism

MEISSNER AG is committed to developing, implementing, and maintaining effective methods and processes to identify and minimize the risk of counterfeit parts and materials entering our supply chain. When identified, we will promptly notify the recipients of counterfeit products.

Trade Controls

International trade is a vital component of our business strategy. Therefore, it is essential for us to act in compliance with applicable trade control and sanction regulations in all the countries where we or our employees operate.

To ensure this, we take all necessary measures to prevent violations of these regulations. This includes compliance with applicable rules on imports, exports, and customs, as well as measures to prevent circumvention of trade controls by suppliers and customers.

Conflict Minerals

Our employees are required to exercise special due diligence to ensure that the procurement of raw materials does not directly or indirectly lead to human rights violations, bribery, ethical breaches, or negative environmental impacts.

Sustainability

Within the cooperation with our suppliers and business partners we demand the compliance of the criteria regarding the sustainability, which we take for granted in our company as well. Those include:

- ban of child labour and compliance of legal requirements for employment of young employees
- payment of adequate wages and social benefits in compliance with legal requirements
- compliance of legally prescribed working hours

- ban of slavery, easement and forced and compulsory labour and human trafficking
- recruitment of employees regardless of gender, ethnic origin, nationality, culture, religion or skin colour
- compliance of legal requirements regarding freedom of association and collective bargaining
- ban and active fight against discrimination and harassment
- compliance of women rights
- compliance of legal requirements regarding diversity, equality and inclusion as well as legal requirements regarding minorities and indigenous people
- compliance of legal requirements regarding land, forest and water
- compliance of legal requirements regarding occupational safety
- fight against corruption and money laundering
- compliance of legal requirements regarding data protection and security
- taking financial responsibility and related burden of proof
- compliance of legally required disclosure of information
- granting of fair competition and compliance of antitrust laws
- avoidance of conflicts of interest
- active protection of intellectual ownership
- operation of export controls and compliance of economic sanctions
- active fight against whistle blowing and active protection against retaliation

as well as effective monitoring of all mentioned criteria.

Avoid Conflicts of Interest

Principle of Avoidance

The company emphasizes that its employees should not encounter conflicts of interest or loyalty during their work. Such conflicts can arise if an employee is engaged with or has a stake in another company. Therefore, the principle of avoiding conflicts of interest applies.

Non-Compete Clause

Employees are not permitted to operate a business that competes, fully or partially, with MEISSNER AG. Prior written approval is required for involvement in a company that has a business relationship with MEISSNER AG. This approval is granted by the management and recorded in the personnel file. Approval will not be granted or may be revoked if the employee is professionally involved with the respective company.

Secondary Employment

Engaging in secondary employment for compensation must be reported to the supervisor in writing beforehand. Such employment may be prohibited if it impairs work performance, conflicts with the employee's duties in the company, or presents a risk of a conflict of interest.

Handling Facilities & Information

Use of Facilities

Office and workshop facilities (e.g., telephones, copiers, PCs including software and internet/intranet access, machinery, tools) may only be used for work-related purposes. Exceptions and any potential charges are regulated locally. Under no circumstances may information be accessed or shared that incites racial hatred, glorifies violence, or involves other criminal content, or that is culturally offensive. Employees are not allowed to create records, files, audiovisual materials, or copies without their supervisor's consent unless required by their professional duties.

Records and Reports

Open and effective collaboration requires accurate and truthful reporting. This applies to interactions with investors, employees, customers, business partners, the public, and government entities. All internal and external records and reports must be correct and truthful. In accordance with principles of proper bookkeeping, data collection and other records must always be complete, accurate, timely, and systematic. This also applies to expense reports..

Confidentiality

Confidentiality must be maintained regarding internal company matters that are not publicly disclosed, including organizational details and internal reporting figures. The obligation to maintain confidentiality continues even after the employment relationship ends.

Data Protection and Data Security

Access to the intranet and internet, electronic information exchange, and e-business are critical for individual effectiveness and overall business success. However, these advantages come with risks to privacy and data security. Preventive measures against these risks are an important part of IT management, leadership responsibilities, and the behavior of every individual. Personal data may only be collected, processed, or used to the extent necessary

for specific, legitimate purposes. High standards must be maintained for data quality and technical protection against unauthorized access. Data usage must be transparent, and affected individuals' rights to information, correction, and - if applicable - objection, blocking, and deletion must be upheld.

Financial Responsibility

At MEISSNER AG, core business processes are properly documented, and relevant financial information is recorded to ensure the operation of the business is accurately reflected in comprehensive reports.

Employees responsible for recording or transmitting accounting or financial data, calculating and communicating indicators, or managing and disseminating other types of information must ensure that such data, indicators, and information are accurate, reliable, and truthful.

Intellectual Property

Intellectual property (patents, trademarks, know-how) is among the most valuable resources of our company. All employees are obligated to protect intellectual property and prevent competitors or unauthorized third parties from accessing this knowledge. At the same time, we respect the intellectual property of our customers, competitors, and suppliers.

Environment, Safety, and Health

Environment, Society, and Technical Safety

Protecting the environment and conserving resources are high-priority corporate objectives. Environmental management ensures compliance with laws and establishes high standards. Every employee must contribute exemplary performance in these areas at their workplace. Our company recognizes its shared responsibility for general public interests.

We support sociopolitical initiatives, advocate for disadvantaged groups within and outside the community, and enable our employees to engage in meaningful community-oriented activities.

Workplace Safety

Our responsibility to colleagues includes taking the best possible precautions to prevent accidents. This applies to the technical design of workplaces, facilities, and processes, as well as to safety management and personal conduct in daily work. The work environment must meet the requirements of health-conscious design. Every employee must pay constant attention to safety.

Compliant and Hints

Every employee has the right to submit personal complaints or report issues indicating a violation of the Business Conduct Guidelines to their supervisor, the HR department, another designated person or office, or the employee representative body (ANV). Such matters will be thoroughly investigated, and appropriate actions will be taken where necessary. All documents will be kept confidential. Retaliation of any kind will not be tolerated. Employees are encouraged to exhaust internal mediation options.

Implementation and Control

The management of MEISSNER AG actively promotes broad communication of the Business Conduct Guidelines and ensures their sustainable implementation.

Compliance with the law and adherence to the Business Conduct Guidelines are regularly monitored across all organizational units of MEISSNER AG.



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