



Weitmann & Konrad GmbH & Co. KG
Postfach 20 02 52 · 70751 Leinfelden-Echterdingen · Deutschland

Zertifiziert nach DIN EN ISO 9001

Code of Business Conduct of Weitmann & Konrad GmbH & Co KG

1. Weitmann & Konrad GmbH & Co. KG – hereinafter also referred to as “WEKO” – has been active in its present business fields for over 60 years. Privately owned and situated in the surroundings of Stuttgart, the stronghold of fuss-pots and thinkers, we have closely worked together with various renowned partners right from the beginning. Our highly qualified employees (about 140 world-wide) guarantee the high quality of the WEKO technology for the printing, nonwovens, tissue and wood panel industries, for foil production and for paper and textile finishing as well as corrugated board and abrasive production.

Our conduct is based on the values defined by the WEKO company guidelines and policies as set forth in the Quality Manual. The following Code of Conduct of WEKO explains those principles. Its purpose is to prevent the occurrence of situations in which the honesty of our conduct and the trust in our services might be questioned. This Code of Business Conduct describes the principles to which we commit ourselves as well as our suppliers and service providers; we wish to place orders only with suppliers / service providers that comply with our Code. The Code is a binding framework as well as an orientation guide for our daily conduct and our decisions.

2. Trust on the basis of an honest and compliant conduct of business – a personal challenge and the result of joint efforts

We can only continue to achieve those goals if all parties involved make their contributions. Therefore, this Code of Conduct sets forth requirements that are binding on all employees.

The adherence to the laws and legal system of each country in which we conduct business is a fundamental principle of WEKO. Each employee must adhere to the applicable WEKO guidelines as well as the statutory provisions of the jurisdiction within which he/she acts. Violations of laws must be avoided under all circumstances.

Employees are obliged to conduct themselves in an honest and fair manner in their working environment and to avoid any and all conflicts between private interests and the business interests of WEKO or the interests of our customers.

All employees are expressly encouraged to approach their superior if they find that someone does not conduct him/herself in conformity with the rules.

Thereby, small problems can be prevented from becoming bigger. Managers have an exemplary function. They are responsible for their own conduct and the conduct of the employees in their area of responsibility as well as the proper compliance with all procedures which are in operation there in order to avoid reputational or legal risks.

3. Mutual respect – no discrimination – development according to performance and potential

Our success is based largely on us treating each other with respect. We respect the personal dignity, privacy and personal rights of every individual.

WEKO does not tolerate any form of discrimination or harassment in the working environment, whether it is based on age, disability, descent, gender, political opinion, race, religion or sexual orientation.

These principles apply to our internal cooperation as well as our conduct towards external partners. We make decisions concerning personnel, suppliers, customers, business partners etc. only on the basis of factual considerations and never for other extraneous motives such as discrimination or constraints. We are open and honest and we stand by our responsibility.

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Für Lieferungen gelten unsere AGB, einsehbar unter www.weko.net. Bis zur Erfüllung aller Forderungen bleiben wir Eigentümer der Ware.

4. Protection of personal data and confidential information

We make sure that we strictly observe the rules on the protection of personal data.

Confidential information and documents concerning customers, WEKO or WEKO's employees must be protected in a suitable manner from any access by third parties or by colleagues whom they do not concern. Personal data may only be collected, processed or used to the extent that this is necessary for defined, clear and lawful purposes. In addition, personal data must be kept safe and may only be transmitted with the necessary precautions being taken. A high standard of data quality and of technical protection against unauthorised access must be guaranteed. The use of the data must be transparent for the persons concerned; their right to information as well as their right to object, right to blocking or right to erasure (if any) must be safeguarded.

5. Appearance and Communication in Public

We respect the right to freedom of expression as well as the protection of personal rights and privacy. Every employee should be aware that even in the private sphere, he/she may be perceived as part of WEKO or as its representative and is therefore requested to safeguard the company's reputation with his/her conduct at public discussions or in social networks.

6. No conflicts of interests with customers and business partners

WEKO aims to establish long-term business relations with its customers and business partners which are advantageous for both parties.

Therefore, each employee must ensure that the interests of our customers and business partners are taken into account in a fair manner. Conflicts of interests with private matters or with further business or other activities should therefore be prevented even from arising.

7. Gifts, business meals and events

Gifts, business meals and events for information, representation or entertainment purposes can be a legitimate means of establishing and supporting business relations. However, they must never be used in order to gain unfair business advantages nor be used to an extent or in a manner by which the professional independence and judgement of the persons involved may be questioned.

By observing the following rules, employees can defend themselves from misunderstandings:

- No reservations about any directly business-related catering or invitations to meals, to an adequate extent
- No reservations about give-aways
- No general reservations about gifts with a market value of up to EUR 40 (orientation amount),
 - unless they are made soon before negotiations or contract conclusions
 - or they are sent to the recipient's private address or are made in any other non-transparent manner.
- Never accept any cash or any money substitutes, e.g. cheques or gift vouchers.
- Accept invitations for representation purposes or to events consisting mainly or partly of entertainment only after checking their customary nature and adequacy specially,
 - if representatives of the inviter are present,
 - if the participation is not repeated frequently, and
 - if the travel and accommodation costs are not taken over by the inviting business partner.

8. Donations and sponsoring

Donations and sponsoring will be decided on by the management. They must not serve the purpose of obtaining unfair advantages from business partners indirectly.

9. No tolerance of corruption; special caution in the case of officials

Our success in the market is based on performance capacity, flexibility and service readiness and must not be obtained by giving unfair benefits. Our business partners rely on the professional judgement of our employees. Therefore, WEKO does not tolerate any form of bribery or bribability, acceptance or granting of advantages, and slush money. For us, these are no means of being awarded a contract. We would rather renounce a business transaction or the achievement of internal goals than violate laws.

Whoever does not observe the rules concerning gifts and invitations will risk being liable to prosecution for corruption offences. It may even be punishable to promise or require undue advantages.

For invitations or gifts to officials, their internal rules concerning gifts and invitations must be observed in any case.

10. Prevention of money laundering

Money laundering is the process of concealing the origin of funds from criminal activities such as terrorism, drug trafficking or bribery by introducing “dirty money” into the legal financial and economic circuits in order to make it appear legal and conceal the owner's identity.

WEKO will not participate in any money laundering activities. Every employee is requested to have any unusual financial transactions or forms of payment which may indicate bribery – particularly those involving cash – checked by the competent finance department.

11. Protection of competition, anti-trust law

Fair competition is a prerequisite for free market development and for the related social value. WEKO will not participate in any agreements or activities which limit competition, particularly arrangements with competitors concerning prices, conditions or market allocation.

In contacts with competitors and business partners, employees of WEKO will not discuss any internal matters, e.g. prices and conditions of sale or financing, costs, market overviews, organisational processes or other information from which competitors or business partners may draw competitive advantages.

12. Protection of the company assets and protection of natural resources

We use the company's property and resources properly and sparingly and protect them against loss, theft and misuse. Technical company secrets and commercial business secrets are important company resources. Each employee is therefore obliged to protect them. We will use tangible and intangible property of the company only for company purpose and not for personal purposes unless permission to do so has been given expressly.

During their work, employees should make an effort to protect the natural resources and to ensure – by means of savings of material, energy-saving planning and the reduction and recycling of waste – that the business activities of WEKO pollute the environment as little as possible. When choosing suppliers, advertising materials or other external services, each employee should also take into account ecological and social criteria in addition to the economic aspects.

WEKO is an exemplary sustainable company and observes all statutory and official regulations concerning environmental protection.

13. Safety at work

The safety and health protection of our employees is a high company goal of equal importance as the quality of our products and the commercial success.

Each employee supports safety and health protection in his/her working environment and adheres to the regulations concerning health and safety at work. The working environment must fulfil the requirements on a health-oriented design. Each employee must pay attention to safety at work continuously.

14. Compliance implementation and control

Our managers have a particular exemplary function; they are the first persons to contact in the case of questions about the understanding of the internal regulations and applicable laws. As part of their managerial tasks, they prevent unacceptable behaviour and take adequate measures to prevent rule violations in their areas of responsibility. The compliance with the laws, the observance of the internal guidelines and the Code of Business Conduct must be checked on a regular basis.

15. We work on the improvement of our processes continuously

We place high importance on the continuous improvement of our processes. All measures which we take in order to comply with internal and external regulations and laws are oriented towards our guiding principles and our Code of Conduct; we wish to improve our compliance continuously and include all employees in our continuous improvement process.

Leinfelden-Echterdingen, 20/09/2018