

mato

CODE OF CONDUCT

We do the right thing

1. basic understanding

This Code of Conduct is based on a common basic understanding of socially responsible corporate governance in accordance with the following guidelines.

We, the undersigned company MATO GmbH & Co. KG

assume responsibility within the scope of our respective possibilities and scope of action by taking into account the consequences of our business decisions and actions in legal, economic, technological as well as social and ecological terms. In this way, we contribute to the social and economic development of the countries and regions in which we operate.

Our actions comply with the relevant legal regulations. We are guided by ethical values and principles, in particular integrity and honesty as well as respect for human dignity, as set out in the principles of the United Nations Universal Declaration of Human Rights, the OECD Guidelines for Multinational Enterprises and the core labor standards of the International Labor Organization (ILO) as well as the United Nations Guiding Principles on Business and Human Rights.

This Code of Conduct sets out the basic principles of our actions, which we communicate to our employees worldwide and which we expect them to observe. The contents apply as a guideline in all of our company's branches.

We expect the same basic understanding from our business partners.

2. compliance with the law

Compliance with the applicable laws and other legal regulations of the countries in which we operate is a matter of course for us. If local laws and regulations are less restrictive, our actions are based on the principles of this Code of Conduct. In cases where there is a direct conflict between mandatory local law and the principles contained in this Code of Conduct, local law takes precedence. However, we endeavor to comply with the contents of this Code of Conduct.

3 Integrity and compliance

We have taken appropriate compliance measures to ensure that the following topics are adequately covered:

3.1 Corruption

We do not tolerate corruption, bribery or extortion. In our business relationships, we do not promise, offer, grant, demand or accept any benefits that are or could appear to be intended to influence business decisions

or gain any other improper advantage, offered, granted, demanded or accepted in our business relationships, nor do we allow ourselves to be promised them.

3.2 Fair competition

We act in accordance with national and international competition and antitrust law and do not participate in price fixing, market sharing or customer, market or supply agreements.

3.3 Prevention of money laundering

Money laundering is the process of smuggling illegally generated money or illegally acquired assets into the legal financial and economic cycle. We comply with our legal obligations to prevent money laundering and do not participate in transactions that serve to conceal or integrate criminal or illegally acquired assets.

3.4 Protection of information and intellectual property

We protect confidential information and respect intellectual property; technology and know-how transfer must be carried out in such a way that intellectual property rights and customer information, business secrets and non-public information are protected. We observe the applicable laws for the protection of business secrets and treat confidential information of our business partners accordingly.

3.5 Data protection

We process, store and protect personal data in compliance with legal regulations. Personal data is collected confidentially, only for legitimate, previously defined purposes and in a transparent manner. We only process personal data if it is protected against loss, alteration and unauthorized use or disclosure using appropriate technical and organizational measures. Our data protection is carried out and monitored by an externally contracted company, which ensures legal compliance.

3.6 Export control

We undertake to comply with the relevant legal standards for export control - in particular licensing requirements, export and assistance bans - when transferring and exporting our goods.

3.7 Avoidance of conflicts of interest

We avoid internal and external conflicts of interest that could illegitimately influence business relationships. If this is not successful, we disclose these conflicts.

4. health and safety

We maintain and protect the health of our employees by taking appropriate health and safety measures that adequately cover the following topics:

- Compliance with applicable laws and orientation to international standards relating to health and occupational safety;
- appropriate workplace design, safety regulations and provision of suitable personal protective equipment;
- implementation of preventive controls, emergency procedures, an accident reporting system and other appropriate continuous improvement measures;

We ensure that all our employees are informed accordingly.

5 Remuneration and working hours

Remuneration is based on the applicable laws and any existing binding collective agreements and is supplemented by the relevant national minimum wage laws. Employees are informed clearly, in detail and regularly about the composition of their remuneration. We comply with the applicable international laws and labor standards.

6. compliance with human rights

We respect and support the observance of internationally recognized human rights and

- respect the personal dignity, privacy and personal rights of each individual;
- protect and grant the right to freedom of opinion and expression;
- do not tolerate any unacceptable treatment of employees, such as physical and psychological hardship, sexual and personal harassment or discrimination.

6.1 Prohibition of child and forced labor

It is a matter of course for us that we comply with the legal obligations to prohibit child and forced labor.

6.2 Freedom of association and collective bargaining

We respect the right of employees to freedom of association, freedom of assembly and collective bargaining,

insofar as this is legally permissible and possible in the country in which we operate. If this is not permissible, we seek appropriate compromises for our employees.

6.3 Promotion of diversity and equal opportunities

We promote equal opportunities and do not tolerate discrimination. We treat all people equally, regardless of gender, age, skin color, ethnic origin, sexual identity and orientation, disability, religious affiliation, ideology or other personal characteristics.

7 Environment, energy and climate protection

We act in accordance with the applicable laws and are guided by international standards in order to minimize negative effects on the environment and to continuously improve our activities for environmental and climate protection. All employees are sensitized to environmental protection.

We proactively and permanently take environmental protection measures in compliance with the law and beyond, with the aim of reducing CO2 emissions, increasing energy efficiency while maximizing the use of renewable energies, ensuring water and air quality and reducing water consumption, resource efficiency, waste reduction and avoidance, legally compliant disposal and legally compliant handling of hazardous substances.

8 Dealing with conflict minerals

We comply with the legal regulations and due diligence obligations regarding the use of conflict materials, which should be avoided wherever possible.

9. supply chain

We expect our suppliers to comply with the principles of this Code of Conduct or to apply equivalent codes of conduct. We also encourage them to enforce the contents of this Code of Conduct in their supply chains. We reserve the right to review the application of this Code of Conduct by our suppliers systematically and on an ad hoc basis. This may take the form of questionnaires, assessments or audits, for example.

If, following reviews, there are serious doubts about compliance with our Code of Conduct by suppliers or other business partners, we will reach agreement with them on adjustments. If this does not lead to acceptable results, the business relationship may be terminated.

10 Consumer interests

Where consumer interests are affected, we comply with consumer protection regulations and appropriate sales, marketing and information practices.

11 Implementation and enforcement

11.1 Communication

We communicate openly and in a dialog-oriented manner about the requirements of this Code of Conduct and its implementation to employees, customers, suppliers and other interest and stakeholder groups.

Our Code of Conduct is made known to all employees in a suitable and comprehensible form and documented in a suitable place (e.g. information board). Managers are instructed to sensitize employees to the contents of the Code of Conduct and, if necessary, to initiate training.

Violations of the Code of Conduct will not be tolerated and may lead to consequences under labor law.

11.2 Reporting violations

All employees have the opportunity to report violations of our Code of Conduct via the usual management channels or via the legally prescribed office for whistleblowers (HinSchG).

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