



**CODE OF CONDUCT**

**e.holding**  
FLUID TECHNOLOGY GROUP

## PREAMBLE

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Echterhage Holding GmbH & Co. KG, with its affiliated companies HBE GmbH, VSE Volumentchnik GmbH, DST Dauermagnet-SystemTechnik GmbH and Beinlich Pumpen GmbH (hereinafter referred to as Echterhage Holding), is a globally operating group of companies in Fluid Technology. Around 400 people from different cultures work together in our companies. Our daily work is based on the trusting relationship between our employees and us as their employer, as well as on the relationship between us and our customers, suppliers and partners.

With this Code of Conduct, we have established a basis for ethical, responsible and sustainable action and fair working relationships with one another. These principles are intended to serve as support and orientation in everyday professional life and at the same time show to the outside world that Echterhage Holding is and will remain a trustworthy company.

We therefore expect all employees, customers, suppliers and all other partners associated with the company to understand, respect and comply with the principles set out in this Code of Conduct. Personal integrity in everyday work is a responsibility of all employees, regardless of their function in the company or place of work.

We are aware that different laws and regulations apply to ethical standards from country to country. Should the guidelines in this Code of Conduct differ from the regulations applicable in the respective country, the stricter regulations must always be applied.

In terms of a uniform corporate culture, we actively support all parties involved in successfully implementing these principles in all respects so that we can continue to expand and achieve long-term and sustainable success.



## SCOPE

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This Code of Conduct forms the basis of our actions and applies equally to each of our affiliated companies. The principles set out in this Code of Conduct represent a guideline with regard to our business relationships with suppliers, customers and partners.

## HUMAN RIGHTS

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Our group of companies is expressly committed to respecting human rights. This means that we firmly reject forced and child labour and do not tolerate any discrimination on the basis of ethnic origin, religion, age, disability, sexual identity, gender or appearance. Sexual harassment and bullying are prohibited.

## FAIRNESS

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We ensure fair working conditions in our group of companies and strive for collegial cooperation. A friendly and appreciative interaction with colleagues, employees and third parties should always be the basis of communication and action.

## PAYMENT AND WORKING HOURS

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The working hours, remuneration and other benefits correspond at least to the respective national and local legal standards and regulations or the level of the national economic sectors/industries and regions.

## OCCUPATIONAL HEALTH AND SAFETY

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We bear responsibility for the occupational safety of our employees and comply with the legal requirements. We ensure that the necessary protective measures are adhered to in our operations and train our employees



at regular intervals. Preventive measures to promote and maintain the health of our employees have the highest priority for us and are supported by modern and ergonomically equipped workplaces as well as by sporting activities offered by our company gym.

## ADDITIONAL COMPANY BENEFITS

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With our numerous e.holding benefits, we make a decisive contribution and promote the development of the workforce potential with a view to a permanently high level of employment and create optimal working conditions.

## FAIR BUSINESS CONDUCT

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Our company group rejects unfair business practices and acts free from corruption, bribery and extortion.

## INTELLECTUAL PROPERTY AND CONFLICTS OF INTEREST

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We respect and protect confidential information and intellectual property of third parties.

In our company, business decisions are made in the best interests of the company. Conflicts with private interests or other economic or other activities are avoided from the outset, including conflicts of interest between relatives or other related persons or organisations. If they nevertheless arise, they must be resolved in accordance with the law and the applicable corporate guidelines. A prerequisite for this is the transparent disclosure of conflicts.



## IMPORT AND EXPORT CONTROLS

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In the spirit of responsible and ethical business practice, our company group always acts in accordance with legal requirements.

Starting with the supply chain, we comply with applicable laws and policies on export controls, sanctions, embargoes, customs clearance and other regulations (including conflict minerals) for the import and export of goods, services and information.

## ENVIRONMENTAL PROTECTION

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Sustainability and climate protection are central to our everyday life. As a globally active company with social and ecological responsibility, we naturally comply with the statutory regulations on environmental protection. We are careful to use resources responsibly and to regularly adjust production processes. Our measures for more environmental protection affect the entire product cycle from development, production and operation to recycling or disposal.

It is our goal to operate ecologically and minimise negative environmental impacts. We will consistently develop and optimise all environmental and resource-saving measures. An integrated management system serves as a tool for this purpose. Our employees are also required to keep the impact on the environment and climate as low as possible.

## ENERGY MANAGEMENT

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We make a variety of contributions to the continuous improvement of energy efficiency and the sustainable use of energy and raw material resources. Through regular analyses and assessments of the energy and resources used, we determine the current consumption and derive targets for the conservation of resources and optimisation potential. In doing so, we already pay attention to environmental aspects and energy efficiency as decision-making criteria for tomorrow during the procurement process of essential energy-consuming operating equipment, products, facilities and services and will be officially ISO 50001 certified in 2022.

## QUALITY MANAGEMENT AND POLICY

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Our companies are ISO 9001 certified and are subject to regular audits to update these certifications.

The quality of our products is the basis of our successful business activities. For us, quality means meeting and, if possible, exceeding customer expectations. For customers, the quality of our products is an important criterion for their purchase decision, order placement and long-term customer relationship. Our employees are regularly trained to ensure a consistently high quality. All employees contribute to achieving a consistently high quality in the interest of the customer.

We always act in the interest of the customer and are a reliable partner in national and international trade. We also maintain a partnership relationship with our suppliers, as they are an indispensable part of our quality standards. Our processes are transparent and clearly defined. They are subject to a continuous improvement process with the aim of permanently increasing customer satisfac-

tion. Quality management is an integral part of our corporate philosophy. We commit ourselves to consistently apply the quality management system and to continuously improve it. Our quality policy is determined by the management. It is regularly reviewed for expediency, effectiveness and appropriateness and adjusted if necessary.

## FINANCIAL RESPONSIBILITY

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We properly document key business processes and record relevant financial information. This is necessary in order to faithfully reflect business operations.

The reliability and completeness of the data and information collected, managed and disseminated by the accounting staff is a top priority.

## SPONSORING

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By supporting associations, initiatives and organisations, we contribute to the positive development and strengthening of our region. Donations and other forms of social commitment are provided solely in the company's interest.

## PRIVACY

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We attach great importance to compliance with all data protection measures and ensure that the legal requirements for processing personal data are met. Our employees are required to handle sensitive, protected and/or confidential information with care and protect it from unauthorised persons.