

Code of conduct

for employees

Kläger Group – values and core principles for interpersonal cooperation

The four cornerstones of our corporate culture.

I. Passion & innovative spirit

We are not afraid to be open to new ideas. We are able to let go of old ideas and rethink our strategy.

II. Identification & loyalty

We work together. We stand up for each other. We are a team.

III. Integrity & professionalism

We communicate with transparency, without conditions and with focus on our goals.

IV. Integration & continual improvement

There are many of us and we are all different. We accept different ways of thinking and are open to different experiences and solutions.

Scope of application

The code of conduct sets out binding regulations that all employees must observe. In particular, members of the executive board and all managers are responsible for the active implementation of this code of conduct. They are to lead by example at all times. The code is the basis and guideline for dealing with ethical and legal challenges arising in the course of the working day. Each member of staff can contact their line manager or a member of the management team with any relevant questions and suggestions.

Product safety culture and product quality

We recognise that the assurance of quality, along with the safety and reliability of our products, is the foundation of our success. We implement any necessary improvements comprehensively and sustainably. In so doing, we always act with reference to the management systems we have implemented and the special requests of our customers.

Behavioural expectations

All employees should behave with professionalism and loyalty at all times. This includes showing respect towards business associates and the company itself. The Kläger Group takes care to avoid putting employees in situations in which their personal or financial interests collide with those of the company or its business associates. Company employees are required to inform their line manager immediately of any personal conflict of interest that could arise in connection with their job.

Confidentiality and data protection

Employees are required to protect confidential information and to comply with data protection laws. We have compiled compulsory IT guidelines, which are handed out to each employee.

Health and safety

Health and safety in the workplace is of prime importance. We hold regular training sessions on workplace safety. All employees are required to follow the safety regulations and to report any safety-related incidents.

Equality and non-discrimination

We do not tolerate any form of discriminatory behaviour by our employees on the grounds of ethnic background, nationality, gender, pregnancy or parenthood, marital status, age, disability, religion or ideology, sexual orientation or any other reasons that fall under anti-discrimination law.

Responsibility for the environment

We separate waste in all areas of our workplace. We are increasing the number of electrical vehicles in our fleet of company cars. We provide work bikes for the use of our employees. Each employee is responsible for conserving natural resources and for contributing to environmental and climate protection through their individual behaviour.

Company resources

The Kläger Group makes company resources available to all employees to enable them to achieve common goals. The company's long-term success can only be ensured through the efficient use of all resources at all levels. The waste or misuse of company resources – including working hours – harms the operational and financial performance of the company, which affects us all.

Each individual employee can contribute in this respect. Be cost-conscious when making business decisions and check expenses carefully to ensure that they are necessary and proportionate.

Take care when using company property. Protect it from damage, destruction and theft.

Corruption

The Kläger Group is unequivocally opposed to all forms of corruption. Employees shall not exploit the company's professional networks to their own or another person's advantage, or to the company's disadvantage. In particular, this means that, in the course of business transactions, employees must not grant or accept private benefits (e.g. money, material assets, services) that could influence appropriate decision-making. Each employee of the Kläger Group is required to seek advice or assistance from the management team in the event of suspicion or legal doubt with regard to a possible case of corruption.

Granting and acceptance of benefits, invitations and gifts

Invitations, for example to business meals or events that are in line with recognised business practices and are proportionate, may be issued or accepted as long as they do not serve the purpose of undue preferential treatment. The same applies to the acceptance or granting of gifts.

Complaints procedure

All company employees are required to immediately report any (potential or imminent) violations of laws, internal regulations or of this code of conduct that they have observed. To this end, we have set up a reporting channel for the entire Kläger Group. Reports of code violations will be treated with strict confidentiality and will not have any negative consequences for the employee that has reported them, unless the employee in question has deliberately made a false accusation.

Fair and equal treatment

Our corporate group requires its employees to interact with each other with respect and dignity, enabling everyone to work in an environment free of harassment, bullying, physical, mental and sexual violence or intimidation.

Compliance with the code of conduct

Compliance with this code of conduct is compulsory for all employees. Violations against the code can result in disciplinary action or termination.

Neusäss, December 2023
Kristian Kläger, Dipl.-Kfm., M.Com
Managing Director