

Mayer-Kuvert-network GmbH and its affiliated companies

Basic principles

We at Mayer-Kuvert-network GmbH, along with all of its affiliated companies (“Mayer Group”), have set a goal of developing and successfully marketing innovative products. In so doing, we also want to continually improve the existing products for the benefit of customers.

We wish to be economically successful in order to create reasonable returns for those who invest ideas, labour and financial resources into our company.

We work hard at being one of the most respected and successful companies in paper manufacturing. We can only achieve this goal if we have the confidence and support of our employees, shareholders, business partners, and the society at large.

Our Code of Conduct reflects our obligation as a socially responsible business to fulfil the expectations of our stakeholders. It encompasses the principles and rules for ethical corporate behaviour. We believe that the manner in which we realise our business results is just as important as the result itself.

The Code of Conduct of the Mayer Group is a key aspect of the conditions of employment for all employees. The Mayer Group insists that it be strictly followed and does not tolerate any misconduct.

The management sees to the implementation of social minimum standards within the Mayer Group and in business relationships with its business partners. It is self-evident that all employees in the various companies of the Group follow the statutes and regulations of the countries in which they are employed and fulfil their duties in a reliable manner. In the course of this, veracity and fairness are essential aspects that must be borne in mind. We expect the same from our business partners.

In case of doubt, one should pose the following questions:

- Does my behaviour safeguard the confidence of all stakeholders of the Mayer Group?
- Would my family and friends describe my conduct as ethical?
- Have I thought of the consequences for those persons who are affected by my conduct?
- Would it be acceptable to me if someone would treat me in the same way?
- Would it be acceptable to me if my behaviour were reported in the media?
- Is my behaviour lawful and does it comply with the guidelines of the Mayer Group?

1. We respect human dignity and human rights

Human dignity must be honoured as an elementary requirement of human coexistence. We respect internationally recognised human rights and actively promote their observance. We expect the same from our business partners.

2. We act transparently and in compliance with statutory provisions (principle of legality)

We are open and transparent with regard to our business principles and practices. The applicable national and other relevant laws and regulations must be observed. Of all the applicable regulations, the one that is best suited to realising the protective purpose is always decisive. Bribery, corruptibility and other forms of corruption are prohibited and will not be accepted.

3. We denounce money laundering

The Mayer Group complies with its statutory obligations for preventing money laundering and does not participate in money laundering activities. In case of doubt, every employee is requested to have the responsible financial or legal department examine unusual financial transactions that provide grounds for suspicion of money laundering, in particular, those involving cash funds.

4. We oppose corruption

We do not tolerate any form of bribery or corruption. We do not bribe either private persons nor officials and also do not allow ourselves to be bribed.

5. We are committed to fair competition

We are committed to fair competition and compliance with regard to the law on competition and associated regulations. We do not make agreements or engage in concerted practices with other businesses that aim at or effectuate the prevention, restriction or distortion of competition according to the applicable competition law regulations, and do not unlawfully exploit any market dominance or relative or superior market power.

6. Conflicts of interest

Personal interest may not influence our business judgement or our decision making. Employees must inform their superior of actually existing or potential conflicts of interest. Newly hired employees are requested to disclose all existing or potential conflicts of interest prior to commencing with their employment.

7. We do not tolerate child labour

We will not tolerate any child labour and any exploitation of children and young people. Adolescents (young people) that are at least 15 years old and not yet 18 years of age may only be employed outside of school hours. Under no circumstances may the daily working times exceed 8 hours and the total time spent at school, at work and with transportation exceed 10 hours. Adolescents (young people) may not perform any night work.

8. We oppose any type of coercive labour and disciplinary measures

All forms of forced labour are prohibited. The use of physical penalties, coercive mental or physical duress and insulting verbal abuse is prohibited.

9. We ensure fair working conditions and compensation

The nationally binding employment law provisions must be observed. The wages and other allowances must at a minimum comply with the statutory regulations and/or the standards of the local manufacturing economy. The objective is the payment of wages and other allowances that cover the cost of living insofar as the statutory minimum wages are too low for this purpose. Deductions for benefits in kind are only permissible to a limited extent and only in a reasonable relationship to the value of the benefit in kind. The regular maximum working time is in alignment with the national statutory regulations. It does not amount to more than 48 hours per week. The number of overtime hours is not greater than 12 hours per week; additional overtime hours are only permissible if required for short-term, operational reasons and if allowed by collective bargaining rules. Overtime hours performed are to be compensated separately or by means of time off. After 6 work days in a row, an employee has a claim to a day off. More work days in a row are only permissible if allowed according to the national law and collective bargaining rules.

10. We promote equal opportunity and are opposed to any kind of discrimination

Discrimination, in particular, based on the employee's gender or sexual identity, age, religion or philosophy, race, ethnic origin, national or social origin, or a disability, is prohibited. In the Mayer Group, we employ staff made up of different origins and experience.

11. We respect freedom of association and assembly

Employees' rights to found and join labour organisations, as well as the right to collective bargaining according to the respective national laws and regulations may not be restricted. Employees may not be discriminated against for availing themselves of these rights.

12. We ensure safe and healthy conditions at the workplace

We ensure healthy conditions at the workplace. Conditions at the workplace and within company operating facilities, and working conditions that violate basic human rights are prohibited. In particular, adolescents (young people) should not be exposed to any dangerous, precarious, or unhealthy conditions that endanger their health and development. Personnel should be routinely trained concerning health and safety at the workplace. A management representative must be nominated for the health and safety of personnel who is responsible for introducing and maintaining health and safety standards at the workplace.

13. We promote environmental protection

Sustained environmental and climate protection as well as resource efficiency are important company goals for us. Both in the development of new products and services and also in the operation of production facilities, we ensure that all impacts on the environment and climate originating from these activities are minimised to the extent possible, and that our products make a positive contribution to environmental and climate protection for our customers. To this end, each employee bears responsibility to carefully handle natural resources and contribute to environmental and climate protection through their individual behaviour.

The environmental and security regulations on waste treatment, handling chemicals, or other hazardous materials or substances must be strictly observed. The responsible offices must be immediately informed of damages caused to the environment.

14. We protect the confidentiality, integrity, and availability of important information

Operational and business secrets must be handled in a confidential manner. This also applies for other information for which the Mayer Group, its contracting partners and customers have an interest in maintaining confidentiality. Such information may not be passed to unauthorized parties without permission. This obligation survives the termination of the employment relationship.

15. We comply with data protection

We respect the personal rights of everyone. Every employee must comply with the current basic principles of the Mayer Group for protecting the data of employees, customers, and investors. There is a data protection concept for this purpose that contains, among other things, a Privacy Policy. For protecting personal data, requisite care must be applied within the scope of assigned tasks. Detected deficiencies must be immediately reported to one's superior or the responsible data protection officer.

16. We handle company property and assets with care

All employees have the obligation to handle company property and assets judiciously, economically, and responsibly in every respect. No employee may use assets or services of the company in an impermissible manner.

17. We expect integrity from third parties

We expect from third parties with whom we collaborate that they comply with legal regulations, follow ethical business practices, and observe our standard requirements with respect to labour, health, safety, protection of the environment, and management systems.

18. Responsibilities

Each employee is responsible for complying with the principles of this Code of Conduct. Managers bear a special responsibility. They are responsible for conveying and exemplifying the importance and content of this Code of Conduct for their employees, and for supporting them in its implementation. This should not restrict the latitude of employees in acting independently within the permissible scope of their employment. Superiors are responsible for ensuring that the Code of Conduct is observed by their employees, and therefore, they also oversee and verify adherence to its principles.

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