



Guideline on working conditions and human rights

* To ensure improved legibility, simultaneous use of the language forms "male", "female" and "non-binary" is omitted from the text. All personal designations apply equally to all genders.

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Preface of management

At Hänel GmbH & Co. KG, we strive to achieve exemplary quality in products and processes, but also in conduct. Our company values serve as the basis for this. We are convinced that compliance with and preservation of our Hänel values will continue to serve as the basis of our success.

In our commitment to these basic Hänel business principles, we have introduced rules and procedures at our company that guarantee that we can all meet these high standards we set for ourselves. These rules and procedures are updated regularly and adapted to the current and statutory requirements. They are accessible to all employees.

These basic principles are divided into the following categories:

- Guideline on working conditions and human rights
- Guideline on workplace safety and health protection
- Guideline on company ethics
- Guideline on environmental protection

These guidelines are summarised in our ZVEI-VDMA Code of Conduct for Hänel GmbH & Co. KG, with which all of our business partners must also comply.

The guideline on working conditions and human rights provides a detailed overview of what we deem to be the most important principles for compliance with human rights and the working conditions at Hänel GmbH & Co. KG.

Our approach to the topics of human rights and working conditions is documented in our QM system in accordance with

ISO 9001-2015 in the OA 01 "Guideline for workplace safety and health protection", PD 7.2 "Training" and DI 7.1.4_02 "Performance review" and 7.1.4 02_01 "Performance review report".

Strict observance of these rules is one of our principles of good company management, which is why we and all our employees pledge compliance with these rules.

Dr. Christina Hänel
Managing Director



1. Basic provisions for compliance with human rights

Hänel is well aware of its societal responsibility and operates accordingly. We recognise the shared responsibility the company and our employees have in ensuring the general welfare. For this reason, we recognise the validity of the Universal Declaration of Human Rights of the United Nations and are proactive in ensuring compliance with its provisions.

Therefore, we enforce a zero-tolerance policy against the use of child labour, forced/compulsory labour, human trafficking as well as harassment and discrimination.

If one of our employees or business partners is discovered to have violated one of the following regulations, the employment or business contract shall be terminated or dissolved immediately and without notice.

1.1 Child labour and young employees

We have zero tolerance for child labour. Statutory age restrictions in accordance with the German Young Persons Employment Act apply. This law serves as the basis for our refusal to employ children younger than 15 years of age and young people who are required to attend school full time. Exceptions to this are secondary-school student internships or other work placements during compulsory full-time schooling that support the child's development.

When employing young employees, we pay particular attention to compliance with statutory regulations related to working time, work breaks and dangerous work. This prohibits any tasks deemed to be dangerous that could result in harm to the bodily or mental health and development of the young employee.

Furthermore, we support the dual educational system by offering apprenticeships at our company. In addition to the German Youth Persons Employment Act, the German Vocational Training Act also applies in particular.

1.2 Forced/compulsory labour and human trafficking

Any tasks in our work environment are performed willingly by our employees, without coercion or the threat of punishment.

Identifying documents of employees (e.g. identity card, passport or residence permit) shall not be destroyed, concealed or confiscated nor access to these documents denied or obstructed, unless applicable law requires such a measure.

Furthermore, we ensure that no fees or other deductions are demanded from future employees, by us or any partners present, during the hiring process. In addition, we ensure that all work relationships are based on a written contract and that the conditions of the employment relationship has been explained, where needed, have been explained in language understandable to an employee so that this employee has understood it.

Using these measures helps us in our efforts to do our part to fully eliminate compulsory labour, debt bondage, involuntary prison labour and slavery or human trafficking, which should not be used by any company and which we condemn in the strongest terms.



1.3 Harassment

We respect and protect the dignity of our employees and treat them with respect. We are committed to ensuring that all employees can work in a work environment free of sexual, psychological and physical harassment.

Therefore, any harassment of employees is strictly prohibited. This includes harsh or inhumane treatment, such as sexual harassment, sexual abuse, corporal punishment, mental or physical duress or verbal abuse of employees, or the threat of such treatment.

If one of our employees or business partners is discovered to have acted in this manner or a similar manner, the employment or business contract shall be terminated or dissolved immediately and without notice.

1.4 Non-discrimination

We offer equality of opportunity for all employees and do not tolerate any form of discrimination on the basis of ethnicity, national and social origin, gender, religion or ideology, political leanings, disability, age, sexual identity or membership in a labour organisation, or any other reasons. Medical tests or physical examinations of an employee or potential employee for the purpose of discrimination are not allowed under any circumstances. If necessary, precautions are taken for the exercise of religious practices within an appropriate framework.

1.5 Preservation of equality of opportunity/women's rights

We foster open and respectful interactions with one another and protect equality of opportunity, inclusion and the rights of minorities. Women and intersex individuals are equal to other genders in all respects.

1.6 Ethical recruitment

Our hiring process is transparent, sustainable and ethical to prevent inequality.

2. Working conditions at Hänel

Both productivity and humanity are indispensable in ensuring long-term company success. The economic success of Hänel can only be ensured by and with our employees. For this reason, the subsequent regulations apply.

2.1 Wages and social benefits

Wages, salaries, social benefits and other claims arising from the work relationship (e.g. paid days of illness, illness-related absences or holidays) are paid by us directly at the end of each pay period in accordance with statutory regulations. Overtime is paid in accordance with the agreed regulations (usually based on the labour contract; otherwise, the German Working Hours Act). Payroll is created for each pay period, which contains appropriate information for reviewing the compensation for the work performed for each pay period, and it is handed over to the employee. The corresponding statutory regulations and provisions apply to the use of temporary or external employees.



2.2 Working time

We ensure that the valid working time regulations are observed. This includes ensuring that the actual working time corresponds to the contractually agreed working time. Any overtime beyond this is done by the employee on a voluntary basis. The weekly working time, including overtime, should not exceed 60 hours, even in exceptional cases.

In addition, we ensure that, every seven days, our employees have at least one day off and that the laws and regulations on maximum working hours and holiday time are observed.

2.3 Freedom of association and assembly

We respect the right of our employees to freedom of assembly and collective bargaining and the right to form interest groups. We grant our employees the right to protect their interests on the basis of national legislation. If applicable, this also includes collective bargaining autonomy.

An employee must not suffer any disadvantages as a result of membership in a trade union.

2.4 Workplace safety

Protection of our employees is our top priority. For this reason, we have drafted extensive workplace safety regulations for which we conduct regular training.

We provide personal safety equipment that is freely accessible to all employees.

In accordance with legal regulations, general safety devices such as fire detectors and emergency exits and safety devices for machines are available. Emergency training and exercises are conducted annually.

We also ensure that all necessary approvals, licenses, inspection reports and test reports are present and up to date.

For further information on the topic of workplace safety, please refer to the guideline on workplace safety and health protection.

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