

## Introduction

This document defines the guidelines to be followed by the staff of the:

- KilianDruck Grünstadt Dinges GmbH,
- St. Kilian Druck Spezialetiketten GmbH & Co KG &
- St. Kilian Dinges Vertriebs- und Verwaltungs GmbH

in the following **KD Labels** must hold.

This document will be trained annually for each employee.

For new employees, this document is part of the contract documents.

This Code of Conduct is a guideline for all employees: inside to ensure the future success of KD Labels and all affiliated companies in a sustainable manner.

The contact persons for this Code of Conduct are equally the managing directors Klaus Dinges & Silke Krajewski, the members of the works council or the direct managers.

All reports or questions will be treated confidentially.

Anonymous reporting is also possible.

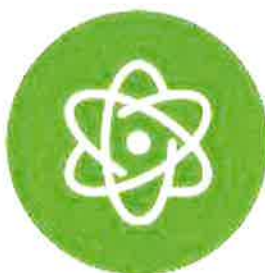
## Core values KD Labels

The following guidelines are based on our values, which are central to all our actions.

These values have been in place since 1990 and the actions that follow have made us successful for over 30 years and will ensure our success in the future.



**In partnership**



**Innovative**



**Holistic**



# Code of Conduct



## In partnership

As a family-run company in its 4th generation, we see partnership as a central aspect of our understanding of values.

Since our foundation, we have cultivated long-term and healthy partnerships with employees, customers, suppliers and business partners. The following guidelines are intended to ensure cooperation with all parties in a spirit of partnership with and among each other.

Based on trust, transparency and honest communication.

## LAW & JUSTICE

### Compliance with laws

**We comply** with all applicable laws, national and international conventions.

### Taxes

**We comply** with all applicable tax regulations. We do not assist our employees, customers or business partners in tax evasion or other forms of tax fraud.

### Health & Safety

**We** strive to ensure the health and safety of our employees at all times. If we identify risks or potential for optimisation with regard to health or safety within our working environment, we report these to our direct supervisor or a responsible colleague.



# Code of Conduct

## Equality

**We are** all equal and of equal value.

**We do** not tolerate discrimination, bullying, insult, defamation or harassment.

**We** treat our employees, colleagues, customers and business partners equally, irrespective of their gender, race, age, origin, sexual orientation, gender identification or any physical or mental disability.

We treat our employees, colleagues, customers and business partners equally regardless of their gender, race, religion, age, origin, sexual orientation, gender identification or any physical or mental limitations or political or trade union views and/or activities.

## Fair pay & working conditions

**We are** committed to fair remuneration for the work performance of all employees. We pay the minimum wage for all employees regardless of their form of employment.

**We** adhere to the working time regulations laid down by law and collective agreements.

**We** comply with all statutory regulations for the payment of all social security benefits and wage tax.

**We** take a clear position against child labour, forced labour, inhumane pay and inhumane working hours.

Therefore, we exclude working with suppliers, business partners and customers whose working conditions do not comply with the above-mentioned standards. We verify the existence of standards through regular audits.

The personal dignity, privacy and personal rights of each individual are inviolable.

## Internal directives

**We** comply with internal directives such as operational guidelines, specified procedures and standards.



# Code of Conduct

## PROPERTY AND DATA PROTECTION

### Property

**We** respect the property of our colleagues and the valuables entrusted to us by third parties (including clients and business partners).

(including customers and business partners).

**We** respect and protect the work equipment, fixtures, buildings and other assets of KD Labels.

and other assets of KD Labels. We use the resources provided only for business or other approved purposes.

### Intellectual property

**We** consistently protect and enforce our intellectual property.

Furthermore, we respect and protect the intellectual property of third parties that is made available to us.

### Data protection

**We do** not disclose any confidential data entrusted to us to third parties without consent.

We offer the highest level of protection for the data of our employees, customers and business partners entrusted to us.

The confidentiality of internal data, data of our employees, customers and business partners applies beyond the employment relationship.

Confidential data and information are all data that are not published or publicly accessible.

### Communication

**We** communicate openly, honestly and transparently with our employees, colleagues, customers and business partners.

**We** talk to each other instead of about each other

Likewise, the other party is called upon to communicate in the same appreciative manner.

Information and changes that affect the manufacture or delivery of our products or the provision of our services are passed on directly to our partners.



# Code of Conduct

## INTEGRITY

### Conflicts of interest

**We do** not conduct any business that leads or could lead to a conflict of interest.

Should a conflict of interest arise or should there be a risk of this, the direct superior will be informed immediately and without being asked. If there is any uncertainty in this regard, the employee will also be informed.

### Competition law

**We adhere to the** principles of fair business. We do not collude on prices with competitors or business partners.

### Acceptance of gifts, services and invitations

**We do** not accept gifts, non-business services and invitations with a total value exceeding €100 per year. Acceptance in excess of this value requires written approval from management.

Our work and related decisions are not influenced by the acceptance of gifts.

### Grants to partners

**We** record and document all benefits to potential customers, customers suppliers and business partners in accounting terms.

### Behaviour

**We are** aware that we represent KD Labels and its affiliated companies on a daily basis, above and beyond the daily business routine.

### Loyalty

**We** are loyal to KD Labels and what it stands for.

**We** protect the image of our organisation and the image of our business partners. We clarify challenges within the cooperation internally collaboratively and at eye level.



## Innovative

Innovation is a central part of our daily work and our company history. The following guidelines are intended to further drive our innovative drive in order to extend our lead.

### Continuous improvement

**We** see continuous improvement as part of our corporate culture.

Only by continuously getting a little better every day than the day before can we maintain and build on our expert status in multi-page labelling.

**We are** obliged to express our ideas and suggestions for improvement and to actively participate in their implementation.

**We** all see the active improvement of our products, our materials, procedures and processes as part of our job. When we need support, we turn to our managers and colleagues.

### Error culture

**We** communicate errors openly, directly and honestly, as well as internally and externally.

**We** take responsibility for mistakes within our remit

**We** see every mistake as an opportunity to learn together. Together as a team, we look for solutions on how to prevent a recurrence. Our goal is to make a mistake only once.

### Challenges

**We** make it possible. We see every challenge from our client and every internal challenge as an opportunity to grow. We know that every challenge can lead to a new product, a new innovation or an improved process.



## Holistic

We approach all issues holistically and look for the best solution for all parties.  
We include all perspectives in our project work.

This is how we see our role as an organisation. We are therefore committed to an ecologically, socially and economically responsible role within society.



## Ecological responsibility

### Resource consumption

**We** communicate ideas and suggestions to our colleagues, supervisors, business partners and customers in order to reduce our consumption together.

Our goal is to continuously reduce our consumption of raw materials, energy and resources.

### Handling of waste and hazardous substances

**We** store and dispose of our waste and hazardous substances in accordance with the applicable legal regulations. We work consistently to limit the use of hazardous substances or to use substances with a low health risk.

## Economic responsibility

**We** work towards a sustainable and cooperative partnership with our customers, suppliers and business partners.

This can only be ensured if both parties work together at eye level and with mutual respect.

## Social responsibility

**We** recognise our responsibility beyond our business work.

Because of this, we see ourselves as a supporter of various social projects.



# Code of Conduct

## Closing words

Violations of this Code of Conduct, legal provisions or other internal instructions may result in civil, criminal and labour law consequences.

Employees: inside who have knowledge of a violation of the above-mentioned guidelines must report this immediately and without being asked to do so to the responsible offices mentioned at the beginning. Failure to do so may lead to similar consequences.

Reporting a violation with honest intent has no disadvantages for the reporting party. The anonymity of such a report is granted upon request.

A handwritten signature in blue ink, appearing to read 'Silke Krajewski', written over a horizontal line.

Silke Krajewski  
Managing Director