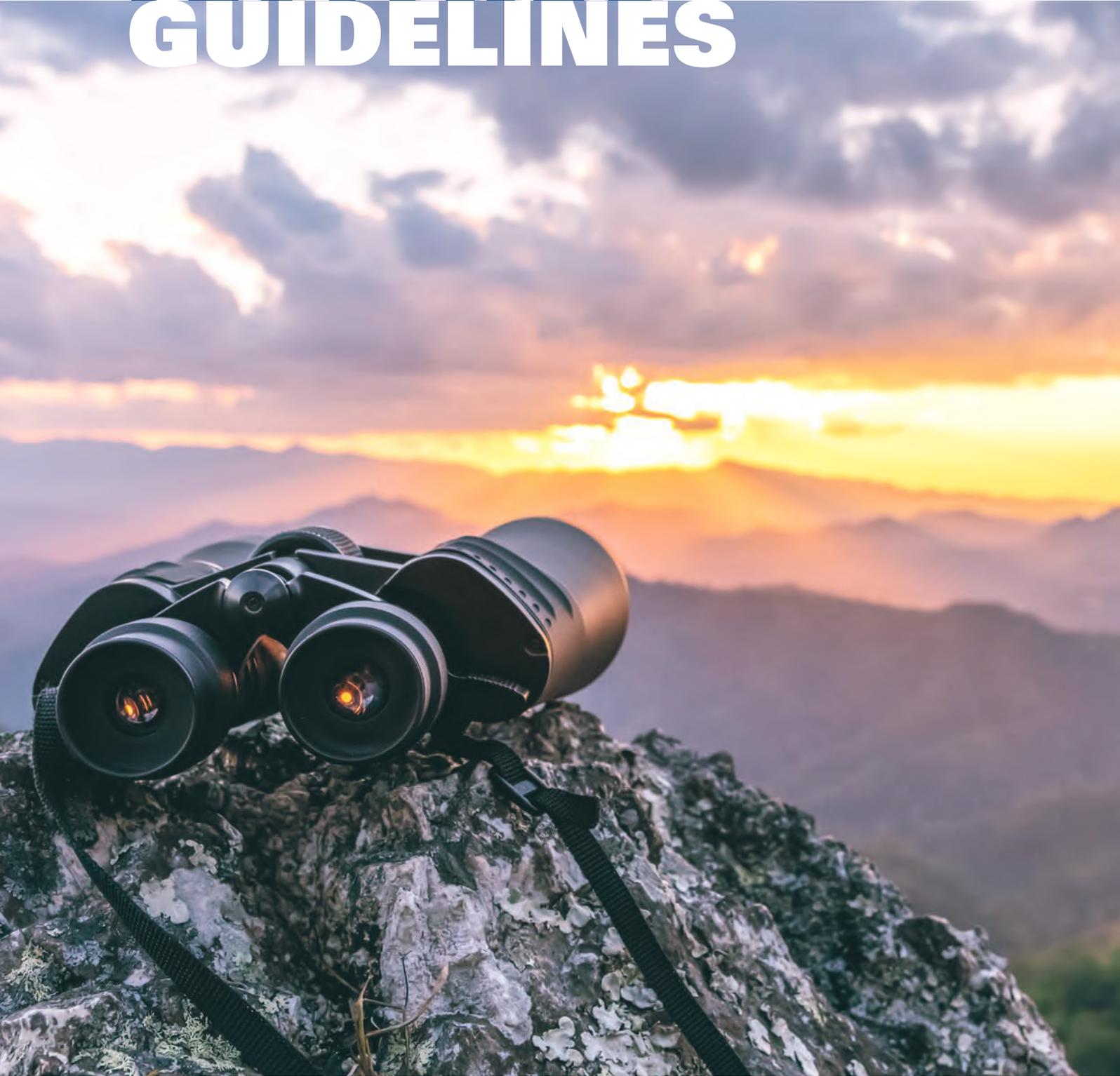


# **FLOTTWEG** **GUIDELINES**



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Approved by the Flottweg Supervisory Board and Board of Directors in November 2025



# PREFACE

**Engineering has been our core competence since our origin. The passion for technology and mechanical engineering, which began with our founder Gustav Otto in 1911 and was continued by Dr. Georg Bruckmayer after 1932, continues to inspire more than 1,000 employees worldwide in the global Flottweg Group.**

We are proud of Flottweg, our industrial centrifuges, belt presses, and solutions for mechanical solid/liquid separation. In accordance with our brand promise "Engineered For Your Success", we work with dedication and passion to offer our customers the best possible solutions.

An important element of this is our Code of Conduct. The principles it defines are an important guideline for appropriate behavior within our company. The Code of Conduct is based on our values and corporate culture.

Flottweg's continued success depends significantly on our reputation as a trustworthy business partner and a reliable employer. We thank you for contributing to that reputation with the integrity of your personal conduct.

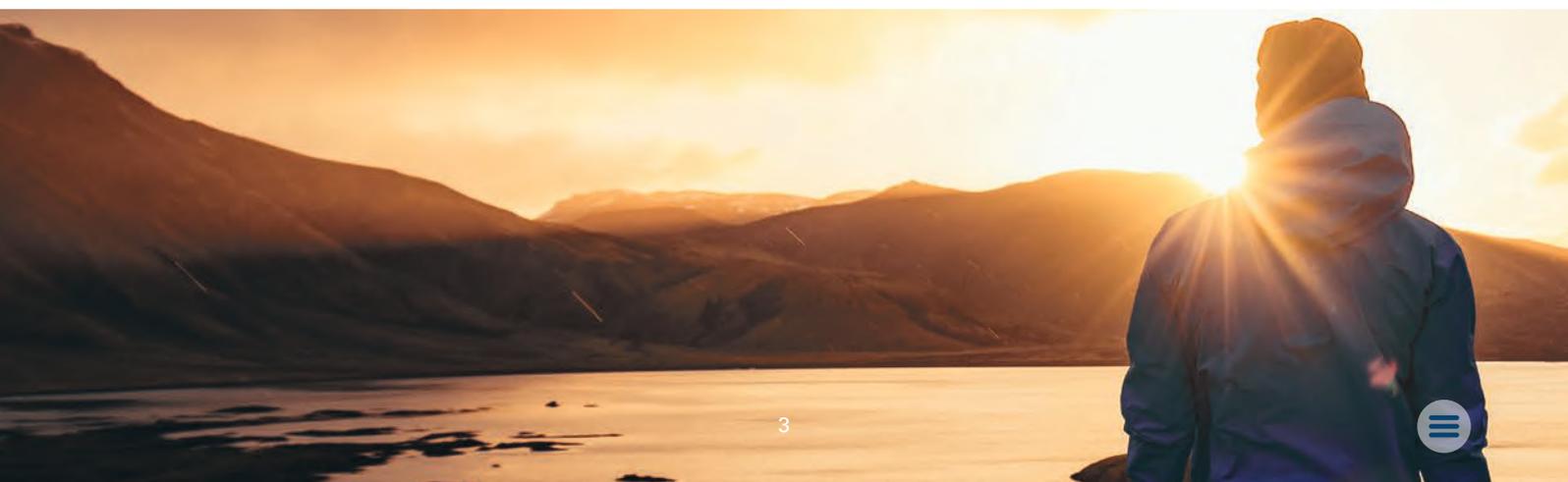
The Flottweg SE Supervisory Board and Board of Directors

# THE FLOTTWEG MISSION STATEMENT



By definition, a mission statement explains what a company stands for, what it wants to achieve, and how it intends to reach its goals.

It describes the mission and vision as well as the intended corporate culture (values) and philosophy, thus forming the basis of our corporate identity.



# VISION, MISSION, STRATEGY

## Vision

People around the world rely on Flottweg's expertise and powerful separation solutions.

Our core technology empowers our customers to produce sustainably and achieve long-term success.

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## Mission and corporate purpose

Engineered For Your Success – Flottweg is a family-owned company specializing in separation technology. We measure our success by our customers' success.

As separation experts, we know what application parameters are important. We work with that knowledge every day to create better solutions for our customers.

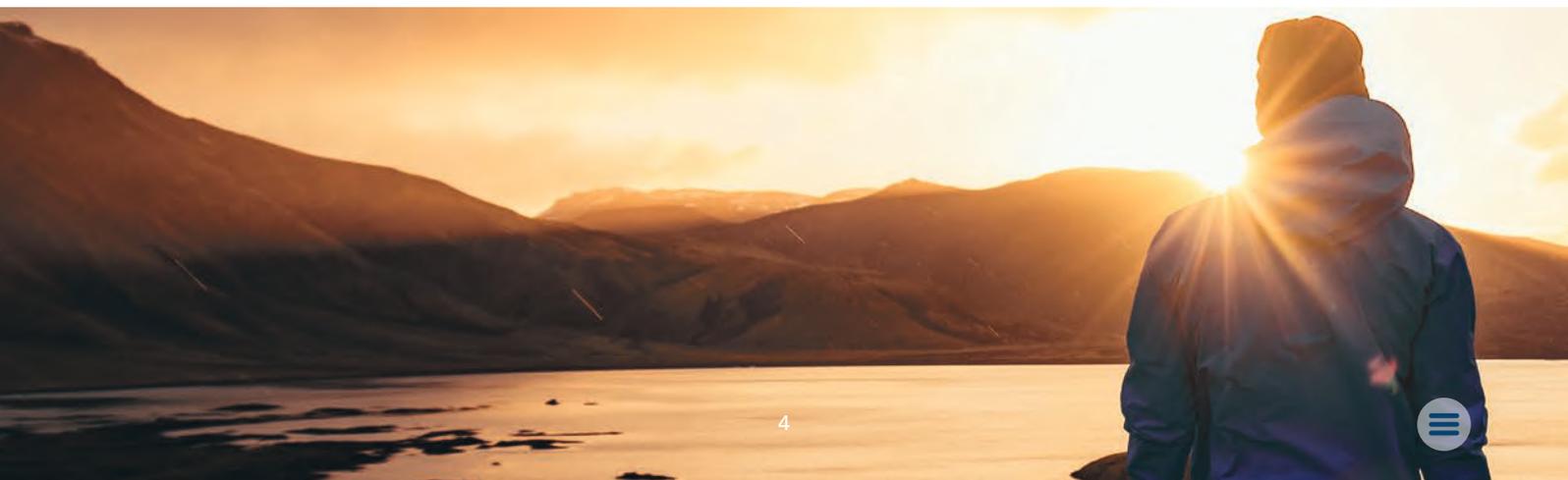
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## Strategic focus

The continuity and stability of the Flottweg Group are of utmost importance.

We invest sustainably in new technologies and products to consistently stay one step ahead of the market.

Our employees are the key to our success. We secure our competitiveness by attracting and developing talent, and we take measures to be recognized as an attractive employer at all our locations.



**Success is based on responsibility, competence, and respect. These values determine our day-to-day work, the way we approach challenges, and how we treat our customers, business partners, and colleagues.**

# **OUR VALUES**

## **Responsibility**

Every employee should take responsibility for Flottweg through their actions. Each individual is expected to act as if Flottweg were their own company — with a strong focus on customer needs and cost awareness. We are committed to finding the best solutions, going the extra mile, and taking a pragmatic approach.

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## **Competence**

Our competence forms the foundation of our employees' performance — and therefore, our success. As specialists in separation technology, we provide our customers with reliable advice across all applications and deliver the best solutions.

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## **Respect**

Ethical and fair treatment of customers, business partners, and colleagues is essential to us at all times. Respect fosters a culture of appreciation, recognition, and fairness.



# OUR EHS POLICY

**Environmental protection, health, occupational safety**

## **Principle**

As an international manufacturer of decanters, belt presses, separators and systems for solid/liquid separation, our primary objective is to protect our employees' health and to provide a safe working environment. Our products play a key role in many environmental technologies and contribute significantly to our customers doing energy-efficient and sustainable business. We are committed to eliminating dangers and reducing the risk of ecological damage, accidents and work-related illness. We embed safety, health protection and energy conservation into our corporate processes to continuously improve our management systems. In our own production, we always ensure that we use resources sparingly and apply new technological processes to minimize the environmental impact and to conserve energy.

## **Everyone contributes**

Our directors, employee representatives and executive managers set a good example, motivating employees to actively contribute to environmental protection, occupational safety and conservation of resources. We encourage each individual to take responsibility for ensuring a safe working environment, preventing hazards and conserving energy. We want everyone to observe and critically scrutinize their own and their colleagues' conduct and to point out any unsafe situations.

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## **Right from the outset: environmental protection, occupational safety and energy conservation**

We are committed to complying with legal requirements. Beyond these, we also set targets for ourselves with regard to environmental protection, occupational safety and lasting increases in energy efficiency. We actively integrate our business processes from the outset.

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## **Risk management**

We constantly apply systematic processes to evaluate opportunities and risks relating to the environment, the workplace and energy conservation. Where we cannot completely eliminate the risks, we take technical, organizational and personal protection measures. We underline the importance of safety and health protection at work with regular health checks.

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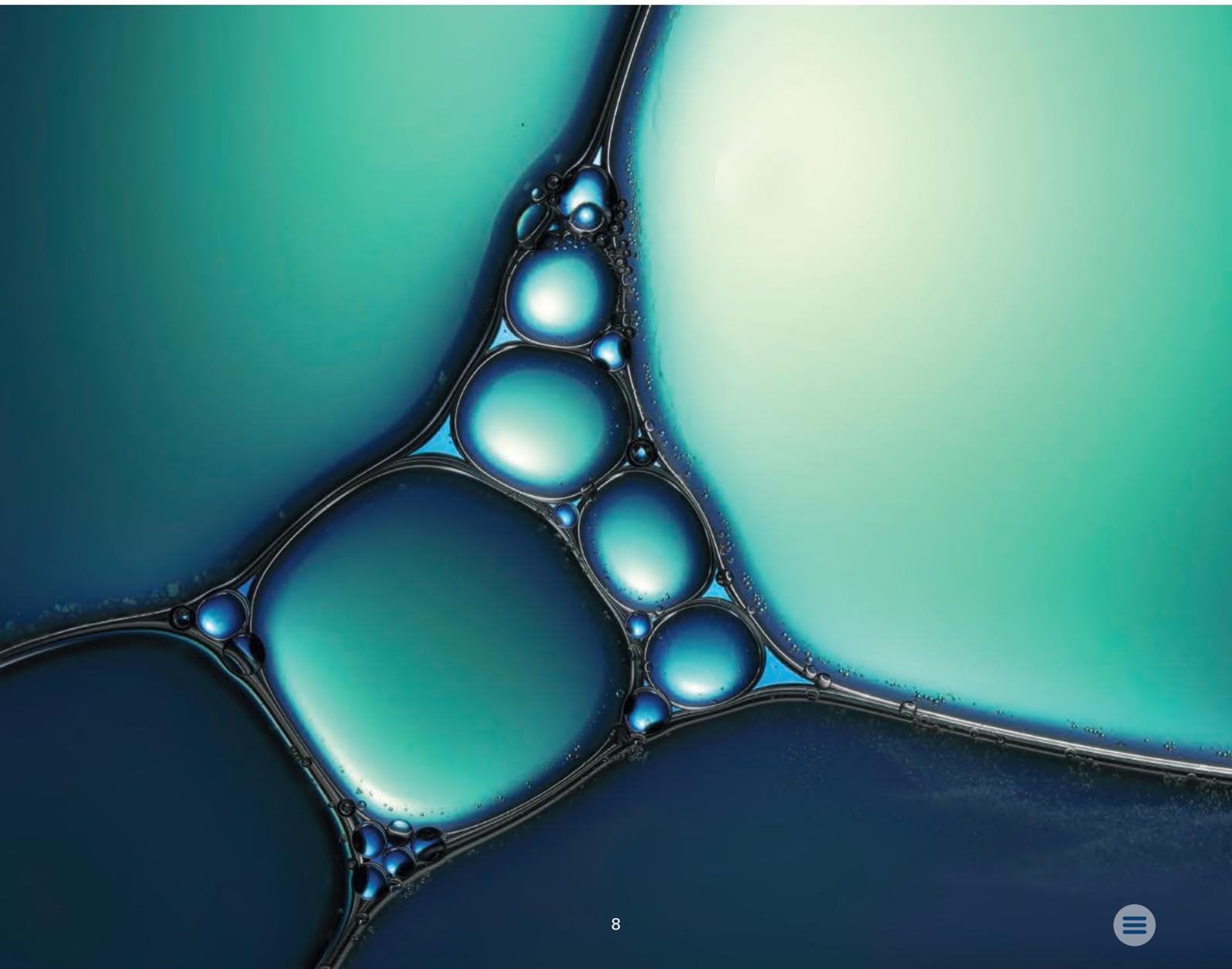
## **Management systems**

By introducing a management system for the environment, energy and occupational health and safety, we promote awareness within our company. By taking efficient prevention and protection measures as well as actively involving our employees, we boost environmental protection and occupational safety performance.

# SUPPORTER OF THE UNGC

Flottweg supports the United Nations Global Compact (UNGC) objectives. By joining the United Nations Global Compact, Flottweg undertakes to actively support its objectives in the areas of human rights, labor standards, environmental protection, and the fight against corruption, among others.

The company is also working on continuously improving its products and services to minimize environmental impact and have a positive influence on society.



At Flottweg, we are firmly convinced that the success of the company is based on our employees. An increasingly dynamic market requires life-long learning. We support this with our Flottweg Academy, founded especially for this purpose. A broad internal education and training program is therefore a key component of our corporate strategy.

# EDUCATION AND TRAINING, PROMOTION OF YOUNG TALENT

## Apprenticeships

Since 1946, Flottweg has been training the next generation of employees in the company's own apprentice workshop. This is our approach to ensure that our need for the skilled workers of tomorrow is always met.

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## Training

An international training concept affords our employees continuous training and the opportunity to obtain the necessary additional qualifications.

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## Promotion of young talent

Suitable junior managers are identified by means of potential analyses, and their development is guided on a targeted path. This approach ensures the continuous improvement of our leadership quality. The external search for suitable employees is also supported by active cooperation with colleges and universities (scholarships, internships, bachelor's and master's theses).



# ETHICS & WORKING CONDITIONS

We support a working environment characterized by respect and tolerance. Therefore, all employees are expected to treat each other politely, sincerely, and respectfully. We foster open and sincere communication between all national and international company sectors.

We observe the legal regulations for securing fair working conditions. For Flottweg SE, the legal requirements of the Federal Republic of Germany apply. They essentially include the following aspects:

- Equal treatment of all employees, independently of their ethnic origin, gender, religion or ideology, any disability, age, or sexual identity
- Legal regulations to secure fair working conditions including salary, working hours, and the protection of privacy
- Compliance with legal requirements for the protection of mothers (and expectant mothers) at work, during their training and studies
- Observance of the laws for the protection against child labor (e.g. in the case of apprentices) as well as the exclusion of child labor

# DONATIONS & SPONSORSHIPS

As a socially responsible company, Flottweg supports social institutions, education, science, sports, culture, and the environment with both monetary donations and donations in kind. Donations to individuals, private accounts, or people or organizations that could damage Flottweg's reputation are not permitted.



# OUR GOVERNANCE PRINCIPLE

Flottweg is a profit-making business and is committed to sustainable development beyond the legal requirements.

Flottweg relies on responsible corporate management and combines entrepreneurial action, responsibility for its employees' well-being, and consideration of ecological aspects.

The employees and owners form a community of interests and are sustained by the income generated. Economic success and social responsibility go hand in hand for us.

We think long-term and are committed to the company's continued success. We maintain our independence. The shareholder structure, exclusively in the form of foundations, ensures stability.

# OUR QUALITY PHILOSOPHY

## Principle

We are firmly convinced that the long-term stability and continuity of our company can only be ensured by providing high-quality processes, products and services. As a global manufacturer of decanters, belt presses, separators and systems for solid-liquid separation, our goal is to transform our customers' requirements into optimal solutions. Thanks to our consistent quality standards, our products play a key role in a large number of environmental technologies and thus contribute significantly to our customers doing energy-efficient and sustainable business. In our own production, beyond adhering to our quality standards, we always ensure that we use resources sparingly and apply cutting-edge technological processes to minimize our environmental impact.



## **Everyone contributes**

To meet these demanding standards, our quality management system in compliance with DIN EN ISO 9001 controls all significant processes and methods while observing legal and official regulations and reflecting the latest state of the art. The management board, employee representatives and managers ensure that the resources necessary for active quality management are readily available and that employees have the opportunity to continuously grow and improve. We see the competence of our workforce as the foundation for continuously improving our processes. At the same time, we promote a working environment in which all employees feel encouraged to take on responsibility and contribute to a culture where quality is valued. We encourage our employees to reflect critically on their actions and those of their colleagues and to be open to improvements – these conditions are necessary for further improving our quality.

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## **Quality right from the start**

We are committed to complying with legal requirements. An important part of this commitment is defining objectives and implementing these based on key metrics. Our business processes are the driving force behind this. Objectives and metrics are defined for each individual process, continuously reviewed, and adjusted as necessary.

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## **Risk management**

We see our quality management system as a living record of proven and successful methods. This also means that we continuously develop and improve our processes and products in order to meet ever-increasing demands. Our processes are associated with risks and opportunities, which we assess on a systematic and ongoing basis. Where we cannot completely avoid the risks, we take appropriate technical, organizational or personnel measures to manage and minimize them.

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## **Management systems**

We implement the requirements of ISO 9001 on a daily basis to ensure the effectiveness of our quality management system. In regular audits and management reviews, we use metrics to ensure the effectiveness of our quality management system and the continuous improvement of our processes. In addition, Flottweg is certified according to ISO 14001, ISO 45001 and ISO 50001. These standards serve to boost awareness of quality, environmental protection and occupational safety throughout the company.

# OUR MANAGEMENT PRINCIPLE AND WORKING TOGETHER WITH EMPLOYEES

**At Flottweg, we embrace the management principle of the “coaching philosophy”**

We understand this to be leadership behavior that specifically develops independence and responsibility, leaving significant space for personal growth. Our fundamental objective is for people to be actively involved.

We achieve outstanding results by consistently pursuing our agreed targets.

Our success is based on committed employees who identify with our company and its objectives. We motivate every individual to contribute to the company with their knowledge, ability, motivation, and personality. We expect our employees to perform their assigned tasks correctly, on time, and cost-effectively.



# OUR LEADERSHIP PRINCIPLES BASED ON OUR CORPORATE VALUES

## Responsibility

Flottweg executive managers see themselves as being responsible for their actions, decisions, and their team. As role models, they exemplify the company's values and expectations and inspire their teams through their own conduct.

One of the main responsibilities of Flottweg's executive managers lies in sustainable and forward-thinking action. Entrepreneurial and customer-focused action is a matter of course for them, as is compliance with and verification of occupational safety and quality assurance measures.

They delegate responsibility to employees in a purposeful manner, empower them to work independently on tasks and find solutions, and provide the necessary support. They trust their employees and promote a positive and open culture in which mistakes are dealt with constructively.

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## Competence

The main focus for Flottweg executive managers is to further develop the competence of their employees. They promote continuous training and deploy employees based on their strengths and weaknesses. They specifically identify the potential of their employees and clearly communicate expectations and goals.

Regular, constructive feedback is common practice for them. Flottweg executive managers ensure transparency and an open exchange of knowledge. By consciously taking their employees' needs and ideas into account, they contribute to a competent and efficient corporate culture in which their employees can thrive and develop.

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## Respect

Flottweg executive managers create an atmosphere of mutual trust and respect. They communicate respectfully and on an equal footing with their colleagues. Diversity is seen as a strength and promoted.

Flottweg executive managers openly recognize their employees' achievements and stand by their teams. They attach importance to their employees' satisfaction, a positive working environment and respectful cooperation.

They also raise issues and encourage their teams to speak openly about challenges. In this way, Flottweg executive managers contribute to making employees feel valued and supported.



# DEALING WITH COMPANY PROPERTY

Flottweg has extensive company property at its production, sales, and business locations.

Our employees use all company property exclusively for company purposes and avoid unnecessary costs and other disadvantages.

# CONFIDENTIALITY

All internal, confidential, and protected information from and about Flottweg is subject to nondisclosure. Information from suppliers, customers, employees, consultants, and other third parties that is not publicly communicated must be protected in accordance with legal and contractual requirements. The same applies to information about these people and/or companies.



# COOPERATING WITH SUPPLIERS

We seek relationships with our suppliers that are based on partnership, competence, responsibility, and mutual fairness. We expect our suppliers to observe the values and measures described in our **supplier code of conduct**.

These include:

- Observance of all applicable laws
- Appropriate conduct in case of conflicts of interest
- Responsibility for the safety and health of their own employees
- Observance of ethics when dealing with employees (fair working conditions, equal rights, complying with laws protecting against child labor, etc.)
- Observance of all relevant national and international standards regarding environmental protection

# DATA PROTECTION & IT SECURITY

To protect confidential information, Flottweg employees are requested to process, store, and send large amounts of data as well as confidential or personal data exclusively via the company systems, which assure an exchange of personal or sensitive data in compliance with the European General Data Protection Regulation. For data security reasons, the use of public online services is not permitted.

Company management is responsible for the personalized and targeted organization of IT security. All employees have to respect our internal directives and instructions.

# USE AND DEVELOPMENT OF ARTIFICIAL INTELLIGENCE (AI)

**Artificial intelligence (AI) is revolutionizing technology, society, and companies.**

**To leverage the diverse opportunities presented by AI while minimizing the associated risks, the following guidelines apply on the basis of our corporate values:**



## Responsibility

Each employee is responsible for the ethical use of AI systems. This includes monitoring AI applications for accuracy and fairness. Potential risks and unintended consequences of AI use must be identified and reported at an early stage.

The use of AI must always be consistent with our corporate values and ethical principles. In addition, continuous learning and training is essential to ensuring best practices in dealing with AI. Both the use of AI tools and their results are the responsibility of the employee.

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## Competence

AI results are used with caution. The results and their potential impact must be reviewed by qualified personnel. Every employee is aware that AI systems can sometimes deliver invented results that have legal consequences. Results must only be used after a professional verification and review.

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## Respect

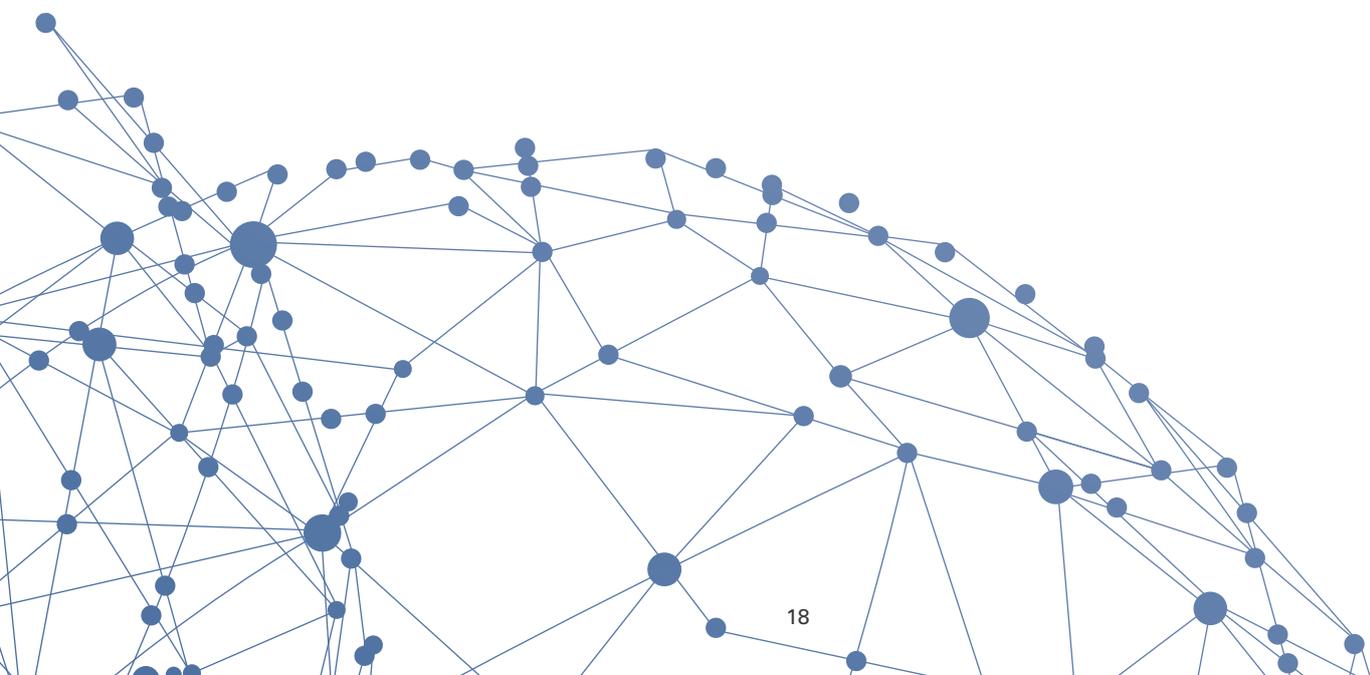
We are proud of our corporate culture. An essential component of this is a respectful conduct towards our employees and stakeholders, which we also require when using AI. AI systems must not discriminate against individuals or groups. Neither discriminatory training content nor discriminatory output is permitted. Human dignity must always be respected.

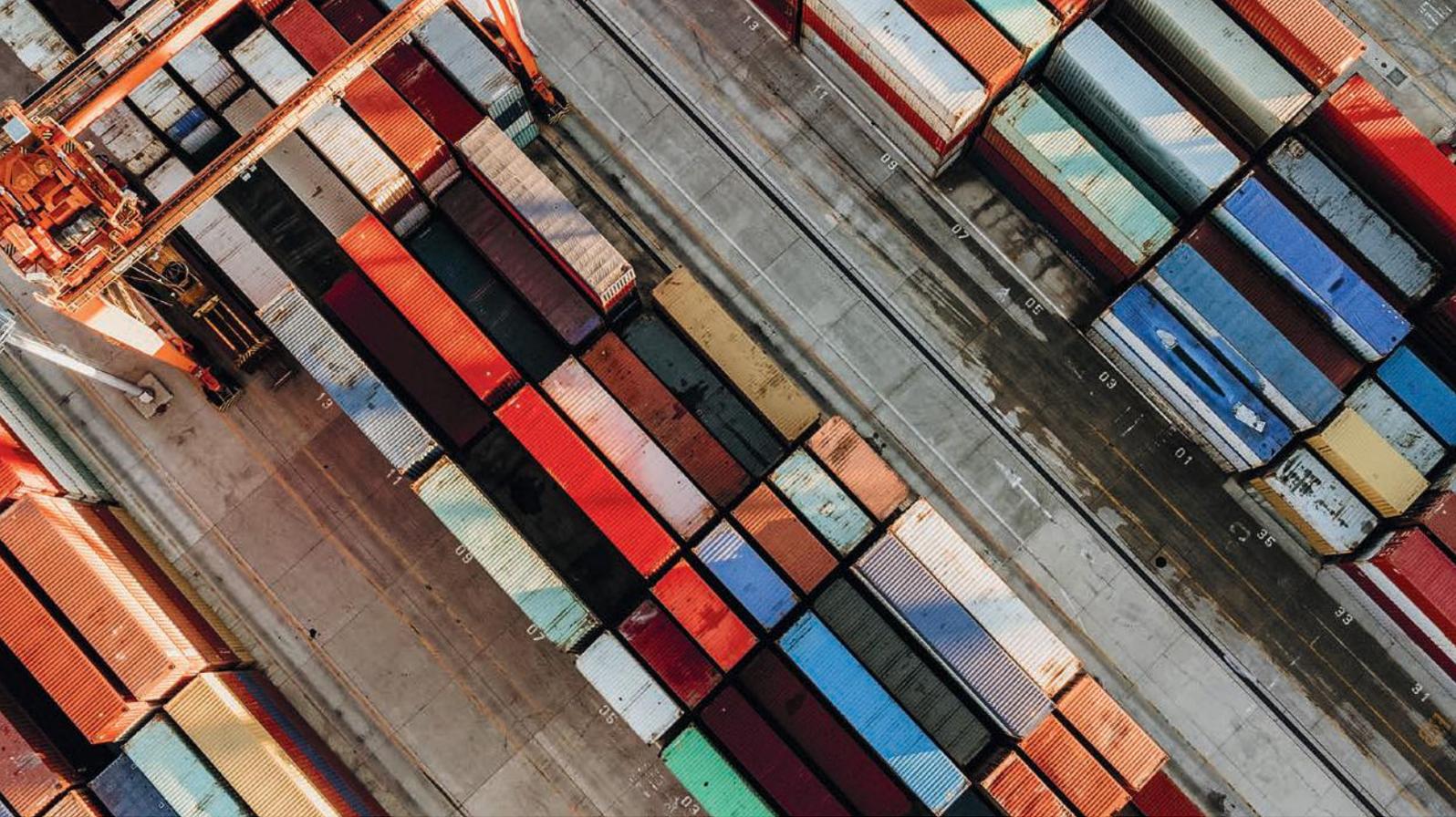
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## Data protection and confidentiality

The use and development of AI systems must comply with all data protection regulations (GDPR).

Confidential information and personal data must only be entered into the AI systems defined and approved for this purpose. In case of doubt, the manager and/or specialist department must be involved.





# **CUSTOMS AND SECURITY STANDARDS IN FOREIGN TRADE**

Flottweg is recognized as an Authorized Economic Operator (AEO, certificate DE AEOF 108001 from the Hauptzollamt Landshut) and a Known Consignor (certificate DE/KC/00441-02). These certifications, which are recognized in many countries around the world, underline our reliability and safety in global trade.

Through AEO certification, we benefit from comprehensive simplified customs and security procedures, which enable us to deliver our goods to our customers faster and with a reduced administrative workload. This enables us to offer our customers extremely fast and smooth processing both for export and import – a major advantage in global supply chains.

To meet the high standards of the certifications and ensure their benefits for our customers, our processes are based on clearly defined guidelines in the customs handbook. Regular training, internal audits, and spot checks ensure that all regulations are complied with reliably and efficiently, making us a trusted partner in foreign trade for our customers.

# PRODUCT SAFETY & STANDARDS

The safety of our products and solutions is an essential component of our mechanical engineering philosophy. The application of guidelines and standards allows us to offer our customers maximum quality and safety and deliver optimal performance. This approach forms the basis for the development of safe machines and systems when added to our years of experience and excellent engineering practices.

Our quality management system meets the requirements of DIN EN ISO 9001:2015.

# NATIONAL AND INTERNATIONAL LAW

It is our basic principle to do business in all of the countries where we operate in compliance with the local laws and regulations. It goes without saying that we observe national and international laws and regulations.

For Flottweg employees, this means that they know and respect the relevant regulations for their fields of responsibility. If necessary or in case of doubt they have to seek advice from their superiors or the relevant departments.





# CONFLICTS OF INTEREST AND CORRUPTION

In our everyday business life, we may have to face situations in which Flottweg's interests are in contrast to our own interests.

Private business relationships or activities with competitors, consultants, customers, suppliers, service providers, and other business partners of Flottweg are generally prohibited or must be clarified in case of doubt.

In the case of any possible or actual conflict of interest, employees should approach their superiors or company management to clarify matters as quickly as possible.

Dealing with gifts and benefits is regulated in the Flottweg "Dealing with gifts" policy.

We expect our executive managers and employees to avoid any type of corruption. In connection with business activities, it is strictly forbidden to directly or indirectly offer, promise, or grant office-holders or business partners advantages or to make use of these advantages.

# **MONEY LAUNDERING**

Money laundering refers to the introduction of illegally generated financial resources into the legal finance and economic cycle with the purpose of making them appear legal and to obscure their actual origin.

Anyone acting in careless or negligent ignorance of the source of funds is abetting money laundering. Therefore, Flottweg employees are requested not to conclude transactions and to inform the responsible departments if they suspect money laundering. In general, all employees have to respect the applicable regulations for recording and accounting when it comes to financial transactions.

# **WHISTLEBLOWER PROTECTION SYSTEM**

Legal compliance is at the heart of Flottweg's business principles. Our goal is to be compliant in all business situations. Since violations may not only jeopardize our economic success but also the safety of our employees, it is crucial to report any potential wrongdoing at an early stage.

Information can be provided using [flottweg.integrityline.com](https://flottweg.integrityline.com) – anonymously if required.

In addition, you can also send an email to [compliance@flottweg.com](mailto:compliance@flottweg.com) or seek a personal conversation with members of the compliance team at any time.

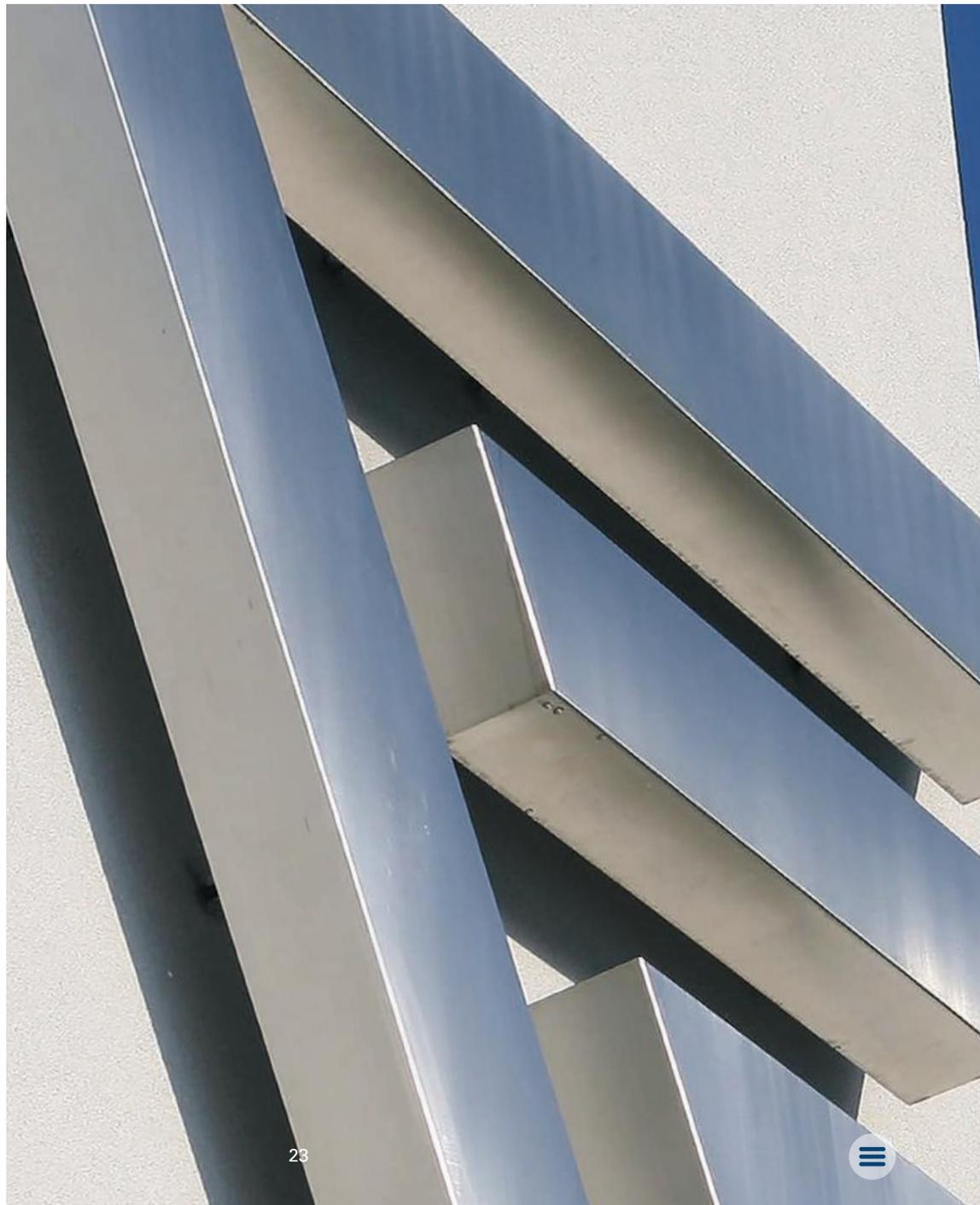
The procedure for reporting concerns is clearly regulated at Flottweg and can be viewed at any time on the Integrity Line or the Flottweg website.

# COMPLIANCE

Die Einhaltung von gesetzlichen Bestimmungen und dieser internen Leitlinien sind verbindlich für die gesamte Flottweg Gruppe.

Im Rahmen eines gruppenweiten Compliance-Managementsystems überwachen wir in regelmäßigen Abständen die Einhaltung der vereinbarten Standards und führen erforderliche Anpassungen zeitnah durch.

Wir alle, Mitarbeiter, Vorstand und Aufsichtsrat verpflichten uns, die hier vorgestellten Leitlinien stets einzuhalten.





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