

FLOTTWEG GUIDELINES



Approved by the Flottweg Board of Directors and the Supervisory Board in October 2020

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PREFACE

Engineering has been our core competence since our origin. Since our founding in 1911, we have had a passion for technology and mechanical engineering, beginning with our founder, Gustav Otto, and continuing with Dr. Georg Bruckmayer after 1932. That passion for engineering continues today within the more than 1000 people who comprise the Flottweg Group worldwide.

We are proud of Flottweg, of our industrial centrifuges, belt presses and solutions for mechanical solid-liquid separation. According to our brand promise “Engineered for your success”, we passionately strive to offer our customers the best possible solution.

An important component of our company 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 company culture.

Flottweg’s continuity and further development depend 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 Board of Directors and the Supervisory Board of Flottweg SE

VISION, MISSION, STRATEGY

Vision

Our goal is to be among the world's top three providers of separation technology. We want to be the most popular employer in our region and beyond.

Mission

Flottweg is a family-owned and operated company specializing in separation technology. We measure our success against our customers' successes. As separation experts, we know what application parameters are important and work with that knowledge daily to create better solutions for our customers. We are the ones that help optimize our customer's success.

Strategy

The continuity and stability of the Flottweg Group are of the utmost importance. We invest in new technologies and products to stay a step ahead of the market at all times.





BRAND PROMISE

Engineered For Your Success

Our claim expresses our brand promise in its briefest form. At Flottweg, we give our all to ensure our customers achieve measurably better results with us. Whether pursuing a goal of improving cost-effectiveness, increasing efficiency and reliability, achieving better process safety or simply maximizing separation results, ultimately all that matters to us is our customers' success.

The Reason Why – What Drives Us

Promising our customers the best possible separation results means knowing what is important for each application. Flottweg knows the factors our customers use to measure their success – and continues to learn more daily. We work with motivated and committed employees who identify with our goals and those of our customers. We create the conditions that make this possible by empowering our employees to perform at a high level.



Flottweg
Sustainable Technology

Flottweg
Sustainable Technology

STEER

Success is based on competence, responsibility 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

Competence

Our competence is the basis for the performance of our employees and thus for our success. As specialists in separation technology, we offer our customers solid advice in all applications to achieve the best solutions.

Responsibility

Every employee should take responsibility for Flottweg with his or her actions. Each individual should always act as if Flottweg was his or her own company; customer orientation and cost awareness are paramount.

Respect

Ethically correct and fair treatment of customers, business partners and colleagues are musts for us at all times. Respect generates a climate of esteem, recognition and fairness.

SUSTAINABILITY



Flottweg is a profit-orientated commercial enterprise focused on sustainability beyond legal requirements. We consider entrepreneurial behavior, the well-being of the employees and ecological aspects holistically as being equally important.

The employees and the owners form a community of interests, living from the profits the company makes. In our eyes, business success and social responsibility belong together. We think long-term and are committed to the future of the company. We preserve our independence.



We are firmly convinced that the long-term stability and continuity of our company can only be ensured by the high quality of our processes and products.

To meet this challenge, our quality management in compliance with DIN EN ISO 9001 controls all significant procedures, processes and methods observing legal and official as well as state-of-the-art requirements.

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.

OUR QUALITY PHILOSOPHY



OUR LEADERSHIP PRINCIPLE

At Flottweg, we live according to the leadership principle of the "coaching philosophy".

We understand this to be leadership behavior that specifically develops independence and responsibility, leaving significant space for personal growth. The following principle applies: Those who are affected become involved.

This leadership principle, when coupled with a consistent pursuit of our agreed-upon objectives, allows us to achieve outstanding work results.

COOPERATION WITH COLLEAGUES

Our success is based on committed employees who identify with our company and its objectives. We motivate every individual to contribute their knowledge, ability, performance readiness and personality.

We expect our employees to perform their assigned tasks correctly, on time and cost-effectively.





 **Flattweg**
SCHAFFEN TUNNEN

At Flottweg, we are firmly convinced that the long-term 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. Thus, a broad internal education and training program is a central component of our corporate strategy.

APPRENTICESHIP, TRAINING AND SUPPORTING JUNIOR PLAYERS

Apprenticeship

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

Training

An international training concept affords our employees continuous advanced training and obtaining the necessary additional qualifications.

Supporting Junior Players

Appropriate junior executive managers are identified by periodic 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 additionally supported by active cooperation with colleges and universities (scholarships, internships, bachelor's and master's theses).

COOPERATION WITH SUPPLIERS



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

These include:

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



SAFETY AND HEALTH





Principle

As an internationally operating manufacturer of decanters, belt presses, disc stack centrifuges and systems for solid liquid separation, it is our most important objective to protect our employees' health and to provide a safe working environment. We are committed to eliminating dangers and reducing the risk of accidents, injuries and illness due to work. In order to continuously improve our job safety performance, we integrate safety and health protection into our corporate processes.

Everybody Can Contribute

Our directors, workers' council representatives, and executive managers set a good example, motivating employees to actively contribute to job safety. We encourage each individual in his or her responsibility to contribute to a safe working area and consequently to prevent dangers. We want everyone to observe and critically scrutinize their own and their colleagues' behavior concerning job safety, and to point out any unsafe situations.

Job Safety from the Very Beginning

We are committed to observing legal requirements. Moreover, we develop targets for safety and health protection that we additionally want to fulfill. Right from the beginning, we actively integrate job safety into our business processes.

Risk Management

We constantly apply systematic processes to evaluate work-related opportunities and risks. 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 check-ups.

Occupational Health and Safety Management System

By introducing a management system for safety and health at work, we specifically encourage safety and health awareness within our company. By taking efficient prevention and protection measures as well as actively involving our employees, we encourage job safety performance.

COMPANY PROPERTY

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

All of our employees use all company property exclusively for company purposes and avoid unnecessary costs and other disadvantages.





NATIONAL AND INTER- NATIONAL 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.

This means for Flottweg employees that they know and respect the relevant regulations for their fields of responsibility. If necessary or in case of doubt they have to seek for 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 Flottweg's competitors, consultants, customers, suppliers, service providers and other business partners are to be avoided.

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

Dealing with gifts and benefits is regulated in the Flottweg labor management contract.

Our executive managers and employees are 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 LAUN- DERING

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.

CONFIDENTIALITY

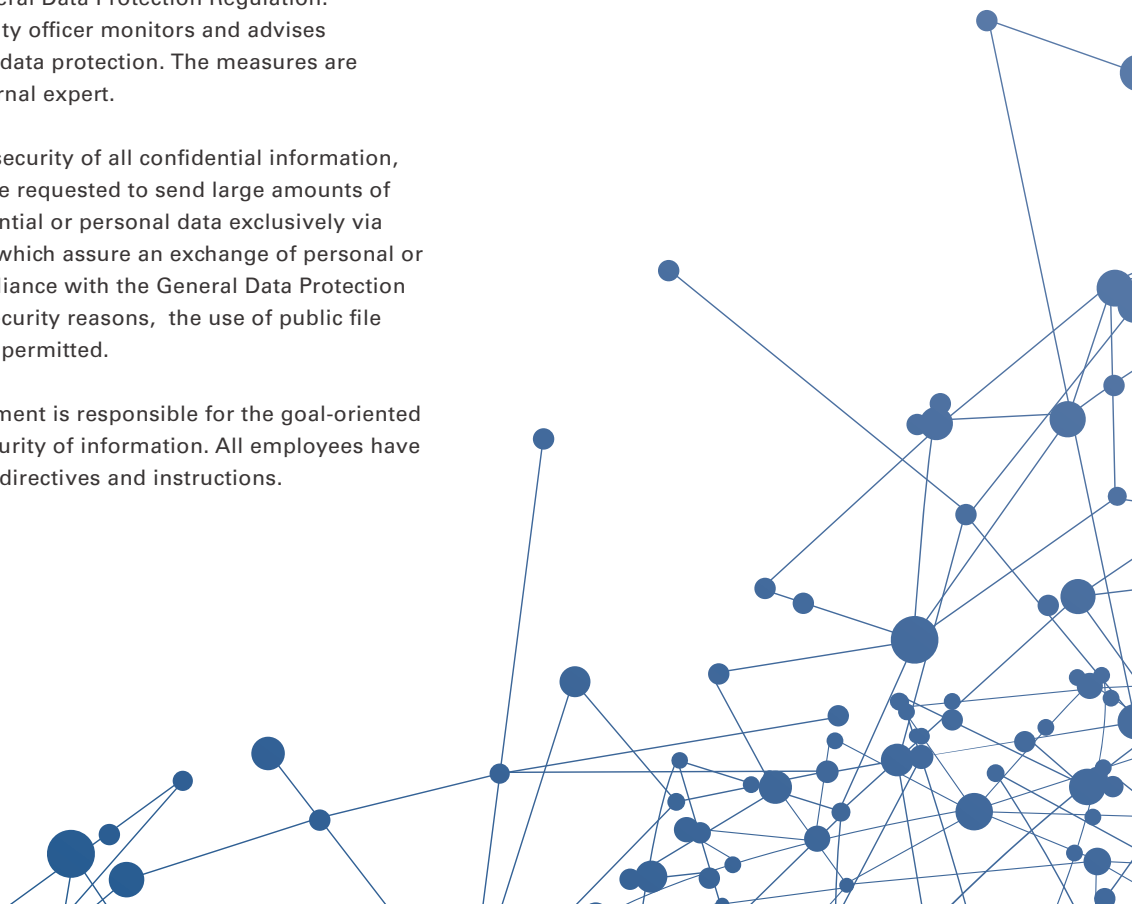
All internal, confidential and protected information from and about Flottweg is subject to nondisclosure. Information from or about suppliers, customers, employees, consultants and other third parties not communicated here must be protected in accordance with legal and contractual requirements. The same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

DATA PROTECTION & IT SECURITY

When signing the employment contract, employees commit themselves to respect the regulations for data protection as determined in the General Data Protection Regulation. An external data security officer monitors and advises Flottweg SE regarding data protection. The measures are coordinated by an internal expert.

In order to assure the security of all confidential information, Flottweg employees are requested to 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 General Data Protection Regulation. For data security reasons, the use of public file sharing services is not permitted.

The company management is responsible for the goal-oriented organization of the security of information. All employees have to respect our internal directives and instructions.



CUSTOMS & FOREIGN TRADE REGULATIONS

The introduction of the role of “Authorized Economic Operator (AEO)” is a key element of the EU security concept. Flottweg is an Authorized Economic Operator (DE AEOF 108001 HZA Landshut) and Known Consignor (DE/KC/oo441-01).

We assure that the AEO directives are respected via the export control handbook, the customs handbook and annual training sessions. Besides the annual AEO audits, Flottweg has external service providers conduct monthly random checks to internally control all import and export regulations.

The Flottweg AEO certificate awarded by the Main Customs Office of Landshut is a significant distinction vis-à-vis our customers and other business partners.



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 is 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.





ENVIRONMENTAL PROTECTION

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Flottweg products play a key role in many environmental technologies and contribute significantly to the sustainable business activities of our customers.

In our own production, Flottweg aims for a frugal consumption of resources to present the least possible burden on the environment. This is accompanied by the use of new technological processes and the consistent implementation of and compliance with environmental regulations.



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 who could damage Flottweg's reputation are not permitted.

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 respect 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, their gender, their religion or their ideology, their age or their sexual identity or their disability
- Legal regulations to secure fair working conditions including salary, working hours and the protection of privacy
- Legal requirements for the protection of mothers and expecting mothers at work, in the apprenticeship and during studies
- Observance of the laws for the protection against child labor (e.g. in case of trainees) as well as the exclusion of child labor



COMPLIANCE



All people belonging to the Flottweg Group are obliged to respect legal regulations and these internal guidelines.

In connection with a compliance management system for the entire group, we regularly monitor the observance of the defined standards and promptly carry out the necessary adaptations.

All of us, employees, directors and the members of the supervisory board, are committed to respecting the guidelines presented here.



SUCCESS IS ...

**WHEN ALL
FLOTTWEG
EMPLOYEES
RESPECT THE
FLOTTWEG
CODE OF
CONDUCT.**





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