

# CORPORATE POLICIES

## CORPORATE ENVIRONMENTAL HEALTH AND SAFETY MEASURES

We have laid down social standards and rules on environmental protection, occupational health and safety in a Code of Conduct. This applies to all employees, business partners and suppliers.

### SUSTAINABILITY

Daxner takes responsibility for social and environmental resources and considers environmental protection as an important and existential task. This commitment shapes our internal production processes: We use raw materials consciously and efficiently, production waste is recycled and we use renewable energy sources.

#### → PRODUCT DEVELOPMENT

Our ecological responsibility is reflected in our product development processes. By observing the relevant requirements during the design of our products, we lay the foundation for our environmental protection measures. This concerns the selection of suitable materials, the type of processing, the auxiliary materials required, as well as the packaging. The employees are obligated to check these aspects and pay attention to the costs incurred in the process.

#### → PROCUREMENT

Within its authority and whenever feasible, Purchasing must ensure that materials are sourced from suitable suppliers to procure materials that are environmentally friendly and recyclable. The suppliers are obliged to provide relevant evidence such as manufacturer's declarations, etc. In addition, we promote open dialogue on environmental protection issues and strive to raise the environmental awareness of our employees, suppliers and customers.

#### → PRODUCTION PROCESSES

We instilled high quality standards for our products. Meeting the demands and requirements set by our customers, is the basis of our success. For us, „high quality“ products create the best customer benefit and are sourced through economical use of resources, power and water. Employees are obligated to economical energy consumption – the same applies to materials used in our products. The waste of sheet and bar metal, as well as the consumption of packaging material must be kept as low as possible. Economical consumption is also important in the use of auxiliary materials such as oil, drilling emulsion, lubricating grease, cleaning agents, etc.

#### → HAZARDOUS SUBSTANCES

The handling of hazardous substances is regulated in the Ordinance on Hazardous Substances („GefStoffV“). These substances must be handled with care. Suitable storage prevents both water and air pollution. Safety data sheets, work instructions, operating instructions, etc. serve as information on the correct handling of these substances.

## GENERAL SAFETY REGULATIONS

### → ORDER AND CLEANLINESS

An essential basis for safety in the workplace is order and cleanliness. Every employee is required to return used equipment and tools to their designated places after use. Leaving no-longer needed work equipment and tools lying around is to be avoided. Contamination from oils and other liquids on the floor are to be removed immediately. Welding equipment and gas cylinders must be closed after welding.

### → TOOLS

Hand tools are to be handled, transported and stored in such a way that other persons cannot be endangered. This also applies to carrying pointed and sharp tools. Sharp-edged tools must not be placed in work clothing. Electrical hand tools must be visually inspected for damage before use. Damaged tools must not be used. If a tool should be defective, a report must be made immediately to the respective supervisor.

### → SAFE WORKING WITH MACHINES

Before starting work, visually check that the machine is in perfect condition. Machines may only be used for their intended purpose. Safety devices belonging to the machines must not be tampered with or removed. When working with turning machine parts, the use of protective gloves is not permitted. Never reach into running machines, between moving machine parts, moving knives, rotating saws, etc. Only specifically instructed personnel may carry out work on dangerous machines. At cleaning, maintenance, set-up or adjustment of machines, they are to be switched off and secured against accidental activation. Maintenance work must not be carried out while the machine is running. For maintenance, the instructions of the manufacturer or distributor must be followed. The following prohibition signs in our workshop are intended to prevent hazardous behavior.



### → INTERNAL TRANSPORT

Only employees with an in-house operating permit and a valid training certificate („forklift license“) drive forklifts. Riding on forklifts is prohibited. The use of cranes is only permitted with an internal permit. Standing under suspended loads is prohibited.

### → STORAGE

The permissible maximum loads for floors, platforms, shelves and scaffolding must not be exceeded. When placing equipment, goods and loads of all kinds, make sure they are stable. Emergency exits, access to electrical operating areas, light switches, distribution boxes, main switches, etc. must be accessible at all times.

### → RISK OF FALLING (WORKING AT HEIGHTS)

Where there is a risk of falling, fall protection, demarcation or protective equipment must be used.

Hazardous substances must never be filled into food containers! Storage is only permitted in labelled and marked containers in designated locations.



→ DISPOSAL

We constantly strive to minimize the volume of waste and return residual materials back into the material cycle wherever possible. Metal waste is separated into stainless and normal steel and handed over to a contractual partner for recycling. Residual waste, waste paper and similar waste are regularly collected by local disposal companies. For the disposal of waste oils, contaminated paint residues and hazardous waste, we work with specialized companies. We adhere to the relevant regulations and the packaging ordinance and are a licensed partner of the Altstoff Recycling Austria AG (ARA) (registration no. 6973).

→ ENVIRONMENTAL RESPONSIBILITY AND COMPETENCE AT ALL LEVELS

Defining and achieving our environmental goals and informing and empowering employees to make their contribution is an important task. All employees help by acting responsibly and using their knowledge to reach our environmental goals.

→ CONTINUOUS IMPROVEMENT

We continuously strive to improve our processes in regards to health, occupational safety and environmental aspects. The environmental impact of new products, activities, and processes are assessed in advance and reduced to a technical and economically reasonable extent.

**HEALTH - feelin' good**

Our conviction is that sustainable business success is achieved primarily through motivated employees. Therefore, we prioritize a balanced and healthy working life. We promote the personal health of each individual employee by numerous measures such as:

- Providing a healthy, varied lunch menu in partnership with a regional service provider
- Motivating employees to lead a healthy lifestyle with regular exercise
- An ergonomic working environment, height-adjustable desks, air-conditioned offices
- Health-promoting work design/ organization
- Behavioral preventive measures such as offering seminars (burnout, stress management, etc.) intended to long-term health improvement.

We achieve a high level of occupational safety through:

- Expertise
- Experience
- Training in risk awareness and accident prevention
- Human and financial resources to improve safety
- Occupational health and safety supervision by TÜV Austria, an independent testing and certification company and AUVA, the social insurance for occupational risks in Austria



OUR KNOW-HOW. YOUR STEP AHEAD



## PERSONAL PROTECTIVE EQUIPMENT

The wearing of personal protective equipment is mandatory and regulated by law.

### → EYE AND FACE PROTECTION

Safety goggles and face shields or welding helmet with protective glass visor (protection level DIN 9) protect the eyes and face from flying splinters, sparks, flashing of the eyes during welding work, corrosive liquids, etc. Eye and face protection must be used in designated areas.

### → HEARING PROTECTION

In designated noise areas (>85 dB/A), wearing hearing protection from the provided dispensers is mandatory.

### → PROTECTION OF LIMBS

Wearing the provided work clothes and safety shoes daily is mandatory. For tasks such as welding, protective clothing limiting flame spread (welder's jacket, welding trousers, helmet, apron and gaiters) shall be used. Protective gloves must be worn when working with sheet metal parts, etc. Particular care must be taken when working with machines or sharp-edged sheet metal parts, etc.

### → RESPIRATORY PROTECTION

Appropriate protective masks must be worn when working with chemical substances or fulfilling tasks with high levels of dust formation.

The following mandatory signs in the workshop show which measures are required at the corresponding workplaces, intending to reduce hazards at work.



hearing protection   eye protection   foot protection   hand protection   protective clothing   face protection   safety helmet   respiratory protection

## FIRE PROTECTION

The fire protection regulations provide important information on: rules to ensure safe operation, preventing hazards to health and, mitigating serious damage caused by fire, and on what to do in case of fire. Marked escape routes and emergency exits are safety precautions for leaving the company building quickly and safely in the event of danger. Escape routes and emergency exits must not be obstructed. Fire doors must always be closed.



Emergency exit sign



Notice board behavior in case of fire

## FIRST AID

Every person is obligated to give first aid (EMERGENCY CALL 144), secure the accident site and avert possible dangers. The first-aiders give first aid to an accident victim and initiate further measures, such as alerting the rescue service. Accidents are to be reported immediately to the supervisor!

## BRIBERY AND CORRUPTION

Daxner GmbH does not tolerate any form of bribery or corruption. All business partners and their employees must behave in such a way that no personal dependency, obligation or influence arises. All are expected to conduct business based on fairness and compliance with the applicable national and international standards. Furthermore, business partner shall implement anti-bribery and anti-corruption requirements in all areas of business. If gifts are customary in the respective country, it must be ensured that this does not give rise to any obligatory dependencies and that the applicable national legal standards are complied with. Any indications of corruption should be reported to Daxner GmbH or the independent external ombudsman (see section 10).

## COMPLAINT PROCEDURE

Complaints or indications of violations of this Code of Conduct can be reported to Daxner GmbH via the contact information listed below. The reporting person may only report complaints and indications of violations when they are acting in good faith with the correctness of the information.

All business partners must guarantee to refrain from any disadvantageous measures or disciplinary measures against the person making the report.

Reporting indications of corrupt behavior:

Daxner GmbH  
Vogelweiderstr. 41  
4600 Wels / Austria  
compliance@daxner.com  
T +43 7242 44 227 15

An anonymous report can be made via our anonymous contact form at <https://www.daxner.com/en/company/corporate-principles-and-code-of-conduct/>.



### **1. Employment relationship is freely chosen**

1.1 There is no forced, bonded or involuntary prison labour.

1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

### **2. Freedom of association and the right to collective bargaining are respected**

2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.

2.2 The employer adopts an open attitude towards the activities of trade unions and their organizational activities.

2.3 Worker representatives are not discriminated against and have access to carry out their representative functions in the workplace.

2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

### **3. Working conditions are safe and hygienic**

3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

3.2 Workers shall receive regular and recorded health and safety training, and such training will be repeated for new or reassigned workers.

3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

3.5 The company observing the code shall assign responsibility for health and safety to a senior management representative.

### **4. Child labor shall not be used**

4.1 There shall be no new recruitment of child labor.

4.2 Companies shall develop or participate in and contribute to policies and programs which provide for the transition of any child found to be performing child labor to enable he or she to attend and remain in quality education until no longer a child; "child" and "child labor" being defined in the appendices.

4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.

4.4 These policies and procedures shall conform to the provisions of the relevant ILO standards.

**5. Living wages are paid**

5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event, wages should always be enough to meet basic needs and to provide some discretionary income.

5.2 All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

**6. Working hours are not excessive**

6.1 Working hours must comply with national laws and collective agreements, whichever affords the greater protection for workers.

6.2 The worker shall not be required to work more than 48 hours per week on a regular basis and shall have on average at least one day off every 7 days. Overtime may be worked voluntarily, may not exceed 12 hours per week, may not be required on a regular basis, and must always be always compensated at the maximum rate.

**7. No discrimination is practiced**

7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

**8. Regular employment is provided**

8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub- contracting, or homeworking arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

**9. No harsh or inhumane treatment is allowed**

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.