

**CODE OF CONDUCT** 

Our actions determine our existence.



### **GOAL AND CONSEQUENCE**

Our company is subject to constant monitoring by third parties who are interested in the success of our business activities. We feel obliged to provide the best possible service always and, in return, we also expect this from others. For this reason, we have created a code of conduct that will enable fair, respectful and safe working together. Based on a healthy human intellect, everyone is responsible for ensuring that guidelines, requirements and legal basics are complied

with and that any violations are reported.

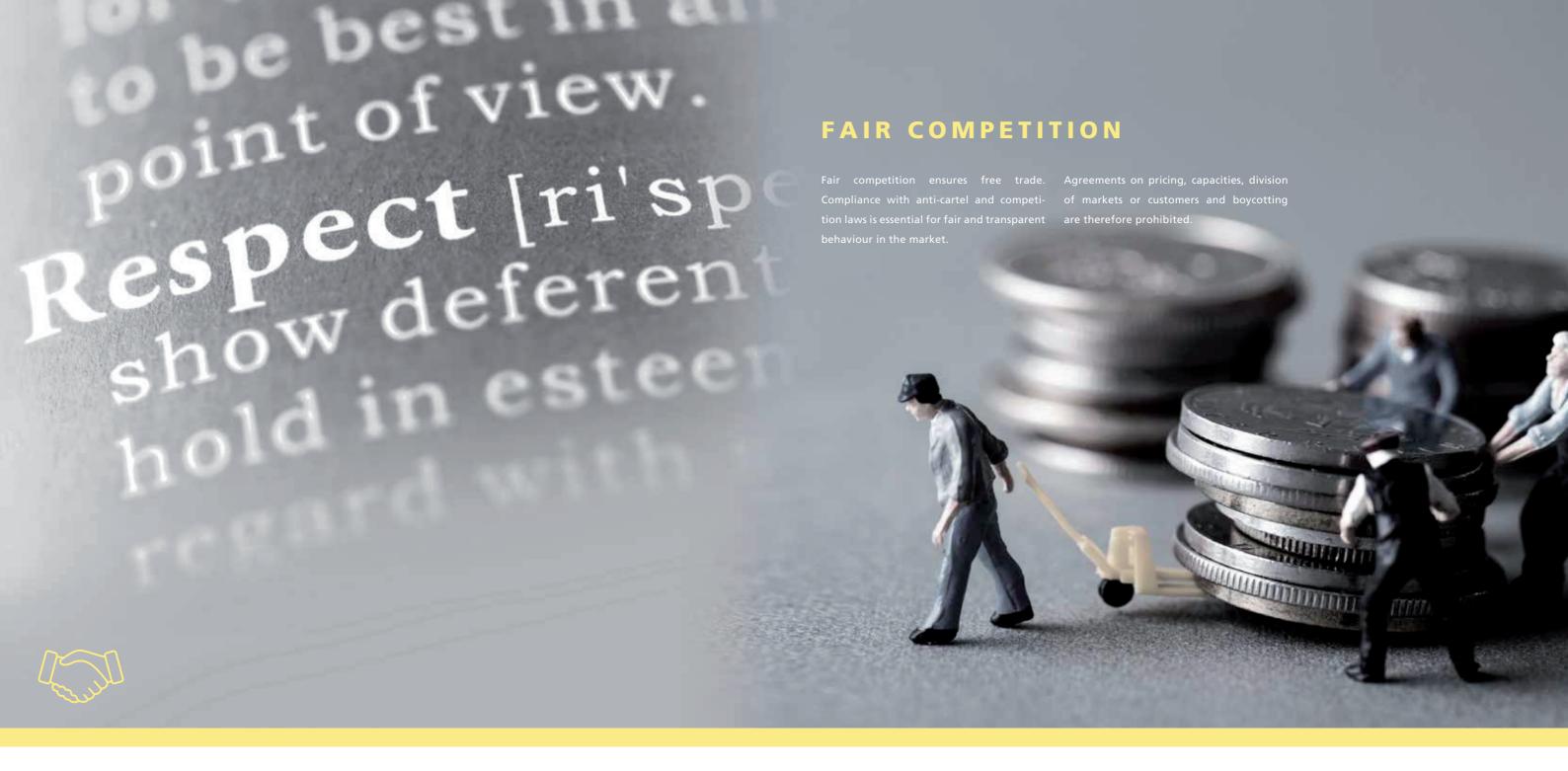
Anyone who comes to know of non-compliance or is informed about it by third parties should feel obliged to report this violation.

People who report a violation will be protected by us and need not expect any adverse consequences.

Violations can be of a deliberate or unconscious nature and reporting them should not be used as a personal attack against any person.

Every report of a violation, in whatever form, will be scrutinized most meticulously and can have consequences in terms of disciplinary proceedings and criminal or civil law.

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#### **DEALINGS WITH HUMAN BEINGS AND RESPECT**

A respectful and honest working together is the basis of good relationships. We assume that everyone always tries to make a positive contribution. Everyone is unique and valuable. With his or her special abilities, each person must therefore be respected in a very different way as he or she is.

On the basis of the human rights conventions established by the United Nations and the Council of Europe, we cannot tolerate human trafficking, child labour and forced labour, or any form of discrimination, sexual harassment or intimidation.

### **CORRUPTION AND BRIBERY**

Others should not be allowed to improperly influence us, nor should we improperly influence others.

Both the direct and the indirect acceptance or provision of benefits that influence the business activities in an unacceptable manner is prohibited.

Gifts, invitations or other benefits are only permitted if they are ethically acceptable and can be classified under normal business practice.

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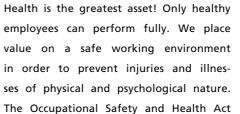
## ENVIRONMENTAL AND CLIMATE PROTECTION



- The environment and the neighbourhood in which we live are close to our hearts and form the basis of our existence. Therefore, it is important to contribute • Economical use of packaging material, towards protecting them. The applicable environmental laws, regulations and standards serve as the basis for this.
- The following actions must be taken to protect the environment:
  - working material, raw materials, electricity and water
  - Minimising emissions

- Protection against air pollution and noise
- Use of modern, resource-saving machines
- Optimising transport routes
- Consideration of the environmental compatibility of goods and their contents as well as operating materials
- Proper waste disposal

# OCCUPATIONAL HEALTH AND SAFETY



(ArbSchG) serves as the basis for minimising risks to the safety and health of workers.

### The integrated safety concept/occupational

- safety program covers the following:
- Functional and safe systems and tools
- Measures to prevent accidents and work-related health risks
- Instructions and procedures for responding to emergency situations

 Documented information on measures, procedures and events in the field of occupational safety (including accidents/near-misses, trainings, etc.)



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