

## **CODE OF CONDUCT**

### **of L. Klein AG of Biel/Bienne**

#### **Preamble**

Founded in Biel/Bienne in 1946, L. Klein AG is a family-run business trading in semi-finished metals and stainless steel. Equipped with its own large material storage facility, it helps to ensure the security of supplies for its customers in the metalworking industry.

#### **1. Respect for human rights**

L. Klein AG respects human rights and freedom of expression and does not tolerate any statements or actions that violate human dignity. People within the company are expected to respect human rights in their area of responsibility and to demand the same level of respect from all the persons with whom they work.

#### **2. Compliance with laws and regulations**

The Company undertakes to comply with all national and regional laws and regulations pertaining to its business activities. A number of European regulations concerning the materials supplied are observed and respected in cooperation with suppliers.

#### **3. Health and safety**

We are responsible for the health and safety of our employees and take appropriate preventive measures. In particular, the risks of accidents and occupational diseases are reduced through targeted measures. All employees are involved in promoting occupational health and safety.

#### **4. Rights of employees**

We promote a workplace culture of mutual respect, personal dialogue, openness and consideration of personal interests. We do not tolerate discrimination on the basis of a person's place of origin, social background, skin colour, race, sexual orientation, political or religious beliefs, physical or mental disability, gender or age. Employee privacy is protected as far as possible.

#### **5. Protection of children and rejection of forced labour**

In compliance with the law, we do not employ children, nor do we condone child labour. We do not tolerate forced labour or the employment of workers against their will.

#### **6. Environmental commitment**

We are fully committed to protecting the environment, limiting the use of resources and promoting sustainability. We aim to set an example with a very high level of environmental awareness and the use of pioneering technologies. All employees embrace our philosophy and act accordingly wherever possible. We provide recycling facilities to avoid waste. As far as possible, we use environmentally friendly, recyclable and sustainable materials such as wood for new constructions, renovations and plant facilities. The Company is largely energy neutral and self-sufficient in terms of electricity through the use of solar energy and rainwater as well as the use of wood for heating. We raise awareness and motivate our employees to behave in an environmentally responsible manner.

## **7. Business conduct**

We put all our knowledge and expertise at the service of our customers with a view to providing solutions. As a trader and warehouse operator, we value our suppliers and customers as equal partners. Working together requires respect, understanding, transparency and above all trust. We can only continually improve by discussing our customers' wishes with our suppliers and convincing the latter to make changes and improvements to their materials and the corresponding material specifications. We strive to resolve disagreements with business partners, customers and suppliers by mutual agreement. All the information provided about the products we supply is true and accurate to the best of our knowledge and belief.

## **8. Confidentiality**

Confidential information of customers, suppliers and the Company itself may not be disclosed to third parties unless permission to do so has been granted or the information is in the public domain and accessible to the general public. All other business-related information is subject to the usual rules of confidentiality governing business relationships.

## **9. Bribery and corruption**

Our business relationships are based on trust. Therefore, any form of undue influence, bribery or corruption is not tolerated.

## **10. Data protection**

Personal data protection is guaranteed under data protection regulations.

The Management and employees at L. Klein AG implement the values set out above honestly, responsibly and reliably, working together with suppliers, customers and other stakeholders. Ours is a relationship based on mutual respect and collaboration, which is conducive to long-term success for all parties involved.

L. Klein AG, Biel/Bienne



Olivier Schiess



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Biel/Bienne, 10<sup>th</sup> November 2021

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