

Code of Conduct
RAFO Elektrotechnik GmbH

As of 11.02.2020

RAFO Elektrotechnik GmbH
Elsbethenring 40
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1 Our Code of Conduct

Since 1986 we have been planning, designing and producing electrical equipment for industrial facilities according to our mission statement “complete support from planning through to commissioning”. We can supply our customers with complete, customized solutions – from the development of the line concept, the hardware and software planning, control cabinet construction and line installation, through to robot programming and on-site commissioning. Complete support from planning through to commissioning guarantees the highest quality.

We stand for fair and human cooperation in the company and with our customers and suppliers. Open communication and companionship are firmly established practices and encourage the team spirit and exchange of experience within our company. We focus on working in an independent, solution-oriented manner and offer space for personal development and further technical qualification. Long-term retention, social integration and compatibility are our aims for our employees. As a small company our strengths are the professional qualifications, motivation and flexibility of our employees. The basis for this is responsible corporate management geared towards long-term value creation. The basis of responsible and sustainable company action is the observation of social, economic and ecological principles.

Our success is based on the ambitious work of all colleagues who ensure innovations and sustained customer service, and who are committed to consistent quality, and not least to compliance with ethical principles. The consequent adherence to the values of trustworthiness and reliability, to moral standards and to the principle of legality and legitimacy is of central importance to us. In addition to procedural, economic and technical criteria, we also pay attention to social and ecological aspects such as human rights, working conditions, corruption prevention and environmental protection in our procurement activities.

We set up this code of conduct to highlight the importance of this common commitment. It makes clear our attitude to legal regulations and ethical issues, and also highlights the expectation we set for ourselves and for our business partners, employees and suppliers.

The code of conduct is binding for each and every RAFO employee. We want RAFO employees globally to feel obligated to carry out ethical business practices, fair behavior, conserving the environment and the unlimited compliance to legislation. This is and will remain a precondition for our future international success. Violations against legal requirements and thus against this code of conduct shall not be tolerated under any circumstances.

Wolfgang Wittmann

Managing director

Markus Ziegler

Managing director

2 Principles

Complying with laws

Compliance with all legal requirements is self-evident for us and is our top priority. For this reason, we also expect all employees, our business partners, customers and suppliers to comply with the applicable legislation on a regional, national and international level, without limitation. Violations against this principle shall not be tolerated, regardless of the reason.

Responsibility

We see respect for social, economic and ecological principles as the basis of responsible and sustainable company action. Responsibility to environmental, societal and human rights principles is crucial for us.

Reliability and conduct

Unser Verhalten basiert auf den Grundsätzen der Integrität, Fairness und Ehrlichkeit. Auf Basis dieser Werte berücksichtigen wir die Interessen von Kunden, Geschäftspartnern, Mitarbeitern, Lieferanten und der Öffentlichkeit.

3 Dealing with employees

We are committed to complying with the fundamental rights of workers in the applicable national legislation. In addition, we recognize the core labor standards of the International Labor Organization (ILO), considering the laws and legal forms applicable in the different countries and locations.

3.1 Discrimination

Respect of personality rights and privacy is self-evident. Our company culture is based on trust, equal opportunities and tolerance. We reject any form of victimization, harassment, intimidation and bullying. Any form of discrimination is forbidden. All employees help to promote a positive image through their exemplary, professional conduct. The equal opportunities experienced by us are also expected from our customers, business partners, employees and suppliers.

3.2 Freedom of association

In accordance with national legislation, we respect the rights of our employees to form employee representatives and to conduct collective bargaining.

3.3 Working hours and remuneration

We place value on appropriate remuneration and adhere to the legal provisions about the minimum wage, as well as the other labour law provisions. Legal requirements about the maximum working hours as well as break times and rest time must also be complied with. Child labour, as well as any kind of exploitation of vulnerable groups shall not be tolerated. RAFO accepts social responsibility and also expects this from our customers, business partners, employees and suppliers.

3.4 Health protection and occupational safety

We ensure a healthy and safe working environment and continuously carry out a risk assessment. Building on this, we contain the actual and potential occupational safety risks. The risk assessment also forms the basis for the annual safety briefing. It serves to raise the awareness of our employees in order to best prevent accidents and occupational diseases. The strict adherence to the respective applicable safety regulations is an essential requirement. We also expect this awareness from our customers, business partners, employees and suppliers.

4 Responsibility to the environment

4.1 Environmental protection

We have set ourselves the goal of continually improving the environmental friendliness of our business activity and to use all the resources we need in a sparing and responsible manner. It is self-evident that we comply with the national and international legal provisions and standards on environmental protection. This environmental awareness is also a requirement we have of our customers, business partners, employees and suppliers.

4.2 Responsible raw material acquisition

We use materials of the highest quality to provide our services. This requires raw and primary materials of perfect quality. Within the framework of the principles in this code of conduct, we expect compliance with social and environmental standards in the respective countries of origin. The raw materials used also must not contribute directly or indirectly to violations of human rights in the countries of origin. We also expect our suppliers to share this point of view.

The procurement and use of raw materials that have been obtained illegally or through ethically reprehensible or unreasonable measures must be avoided. The use of raw materials such as conflict minerals affected by embargoes or other import restrictions must be excluded.

4.3 Sustainability

We expect the resources energy, water and raw materials to be handled sparingly and efficiently. RAFO recognizes climate protection as a sustainability goal. The use of renewable raw materials and the development of environmentally-friendly processing and handling methods is permanently supported by us.

4.4 Waste management

We ensure that waste and waste water from the operating processes and operating plants are monitored, and typed and checked before disposal, and then fed into the suitable disposal system. For substances or mixtures which present a danger to the environment if they are released, we ensure that the handling, conveyance, storage, use, treatment, recycling and disposal are carried out in a safe manner. We also expect responsible disposal actions from our customers, business partners, employees and suppliers.

5 Handling data

5.1 Data protection

Die Verarbeitung personenbezogener Daten erfolgt stets im Einklang mit der Datenschutz-Grundverordnung und in Übereinstimmung mit den geltenden Datenschutzbestimmungen. Wir legen großen Wert auf die Sicherheit und Vertraulichkeit personenbezogener und geschäftlicher Daten. Einen sicheren Datenumgang erwarten wir auch von unseren Kunden, Geschäftspartnern, Mitarbeitern und Lieferanten.

5.2 Business information & intellectual property

We act in a responsible manner when it comes to handling business information. This kind of information may not be used to the advantage of individuals or third parties. This also applies after the termination of employment or business relationship. Commodities worth protecting also include inventions, brands, logos, drafts, production processes, technologies, details of business relationships with customers and suppliers as well as other information about businessmodels. Our principle includes the responsible use of in-house resources. These are used exclusively for business purposes.

6 Behavior in the business environment

We act carefully and in a transparent and sustainable manner to guarantee fair competition according to our principles, as well as national and international law. This also applies to guidelines of other cultural societies and countries in which we, our customers, business partners, employees and suppliers are active. We also expect this conduct from others as a basis for long-term, trusting cooperation.

6.1 Collaboration

As well as complying with legal provisions, we see the basis of a trusting business relationship and collaboration in the respectful and appropriate treatment of individual participants. We shall behave in a respectful and unprejudiced manner towards all discussion partners. We also expect this conduct from our customers, business partners, employees and suppliers.

6.2 Corruption and bribery

We reject any form of corruption and bribery. We shall not demand benefits from business partners or third parties under any circumstances or accept the promise of receiving something in return. We also expect conduct corresponding to fair and good morals from our customers, business partners, employees and suppliers.

6.3 Supplier relationships

We expect our suppliers to communicate all of the principles and requirements for their subcontractors and suppliers described here and also take them into account when making their selection. The suppliers encourage their subcontractors and suppliers to comply with the standards described on human rights, working conditions, corruption prevention and environmental protection in the context of fulfilling their contractual obligations.

7 Implementation

All RAFO employees worldwide are obligated to comply with this code of conduct. Regardless of their position, all RAFO employees are personally responsible for their own compliance with the code of conduct. Managers are responsible for setting up suitable guidelines as well as monitoring compliance with these. Violations must be brought to the attention of company management and penalized. This code of conduct is binding for RAFO Elektrotechnik GmbH and their employees. As a basis for long-term and trusting collaboration, we also expect compliance with this code of conduct from our business partners.