Sustainability guideline

Valid for:
All locations (plants and administration sites)
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Preface

"Sustainable development means to satisfy the needs of the present without compromising the ability of future generations to satisfy their own needs".

(Brundtland report, 1987)

From its beginnings as a wire drawing mill for piano strings founded in 1889 in Marktredwitz by Sigmund Scherdel, our Company evolved to an internationally leading, strongly growing and independent family company.

The flexibility and technical expertise of all locations is based on a well-balanced relationship between the autonomy of the individual locations and the synergy available within the Group.

Within the framework of our resources in terms of personnel and finance, the continuous evolution of the Company shall take place in Germany and abroad making use of the products and markets with which we are familiar. We want to make a profit which will be sufficient to guarantee the growth of our Company and will enable us to achieve our other aims. In the markets accessible to us we want to belong to the leading suppliers in terms of technological leadership and competitiveness. We attach great importance to creativity and innovation and will always make use of new technologies as a means of achieving growth and rationalization.

We have the responsibility to guarantee the employees secure jobs. For the SCHERDELGroup growth and secure jobs are major keys of success. Therefore our entrepreneurial action is subject to the principles of sustainability.

However sustainable development may be achieved only if the corresponding environmental, economic and social aspects are implemented at the same time. This makes it possible to ensure and improve the ecological, economic and social performances of our society.

This guideline constitutes the basis of a sustainable development of all organizational units of the SCHERDELGroup. It is made available to all employees and contains the fundamental standards the SCHERDELGroup wants to observe.

Together we will rise the challenge to leave our children, grandchildren and subsequent generations a sound ecological, social and economic environment to our future generations.

Marktredwitz, 2.4.2015

General Management
1. General principles

Law-abiding behavior

For our Company the observation of laws and regulations is a top priority. Every employee has to observe the statutory provisions of the legal system within the framework of which he/she acts, i.e. in case of international activities also those of the corresponding foreign country. Every employee is personally responsible to observe the laws within his/her work area. It is strictly forbidden to make third parties carry out illegal activities or to deliberately participate in these activities. Any deviating actions lead to disciplinary consequences, independently of the legal sanctions.

Conflict raw materials

Conflict raw materials are raw materials which are cultivated or extracted in conflict regions. The production or extraction of these materials takes place illegally and outside any government control, e.g. by rebels or militias. For the purpose of the extraction, the violation of human rights or international laws as well as the over-exploitation of natural resources is very often systematically accepted.

The product range of the SCHERDEL Group shall remain free of conflict raw materials. In order to achieve this target, we closely cooperate with our suppliers.

Defense industry

Our products are mainly metal products for various sectors. Although we recognize the right of democratic governments to protect their citizens and to guarantee the internal security, we fundamentally exclude the manufacture of products which are supplied exclusively to the defense industry.

2. Attitude towards the employees

The jobs of our employees shall be secure on the basis of the work they do for the Company. We will use every means at our disposal to ensure that these jobs are secure. The individual achievements of the employee shall be recognized, thus helping him/her to identify himself/herself with his/her work and to acquire self-confidence and a feeling of personal satisfaction. Our aim is to encourage the initiative, creativity and personal responsibility of our employees by ensuring that the individual has plenty of scope for decision-making in relation to the achievement of clearly defined aims. We attach particular importance to ensuring that each employee is given tasks in accordance with his/her qualifications and that he/she receives optimum vocational and in-service training. We expect our employees to be prepared to work hard, to adapt to necessary business conditions and to take part in regular vocational and in-service training courses.

Human rights

We respect and encourage human rights. Together with the international community, SCHERDEL recognizes that certain human rights should be considered as being fundamentally and universally valid, based on internationally recognized laws and procedures like the Universal Declaration of Human Rights (AEMR) of the United Nations as well as on the Principles of the International Labor Organization (ILO) and the United Nations Global Compact.
Minimum age for employment
Child labor is prohibited. The minimum age for employment in accordance with governmental regulations is observed.

Forced labor
The SCHERDEL Group rejects any use of forced labor including debt-servitude and involuntary work by prisoners.

Equal opportunities
The SCHERDEL Group reflects the rich diversity of society, languages, cultures and ways of life. We respect and promote this diversity, because it guarantees our proximity to the society and to the customers as well as the development of new ideas. We do not tolerate any discrimination of individuals, in particular due to their descent, religion, sexual orientation, nationality, origin, political or trade union activities nor due to to their age, gender or any handicaps they might have.
Our employees are principally selected, employed and promoted based on their qualifications and capabilities.

Freedom of association
We recognize the fundamental right of all employees to form trade unions and to adhere to these trade unions. Where this right is limited by local legislation, alternative, legally conform possibilities of employee representation shall be promoted.
Our cooperation is characterized by mutual appreciation. We behave like partners and create a positive working atmosphere.

Working times
The working times of our employees correspond at least to the respective national legal requirements or to the minimum standards of the respective national industry sector.

Remuneration and benefits
The remuneration and benefits paid or provided for a normal working week correspond at least to the legally valid and guaranteed minimum level. If no legal or collective agreements are available, we orient ourselves to the sector-specific, customary, standard remuneration and benefits that guarantee the employees and their families an appropriate standard of life.

Data protection
We collect, process and use individual data only if this is authorized within the framework of the relevant laws and company directives.
Documents containing any personnel data about the employees are treated confidentially, archived carefully and disclosed only to authorized persons.
3. Attitude towards the market

Our activities are geared to the market and its requirements. Our claim to be a specialist and a problem-solver is supported by our wide range of products and our global presence. Our aim is to provide our customers with a high standard of quality and service. This is the only way to win and maintain their confidence. It must be evident to the business partners of each company belonging to the SCHERDEL Group that they are dealing with a single enterprise and that the same standards and principles apply to each of the various divisions of that enterprise. The customer must know that we understand his requirements and that we are making every effort to find efficient solutions to his problems. We regard it as our duty – in conjunction with our innovation team – to act as a fair and reliable partner for our customers, suppliers and competitors, in accordance with customary business practice.

Invitations and gifts

Only appropriate invitations which correspond to the recognized business practices may be accepted. These invitations must be voluntary and must not be proposed in expectation of a service in return. The same is valid for the acceptance or proposal of gifts and other donations or advantages of any kind.

Corruption and bribery

The SCHERDEL Group expressly refuses corruption and unfair commercial practices. Benefits which could affect the capability to make objective and fair decisions or which are suitable to create the impression, are neither offered nor accepted by ourselves nor by assigned third parties.

Attitude towards public officials

Monetary or non-monetary contributions of any kind to the employees or representatives of public institutions or the family members of the latter are strictly prohibited.

Consultants / agents / intermediaries

The remuneration of consultants, agents and intermediaries must be appropriate with regard to the provided services and must not serve to offer any inadmissible benefits to the business partners.

Competition and cartel law

We observe the regulations of a fair competition and do not make any agreements which might influence the prices and conditions or might limit a fair competition inadmissibly in any other way.

Donations / sponsoring

The SCHERDEL Group supports politics, education and science as well as sports, art and culture. Donations must always be awarded in a transparent and documented manner. Donations must be voluntary and must not be proposed in expectation of a service in return. Sponsoring measures must not serve to any hidden promotion of interests.

The decision on the awarding of contributions of any kind to political parties or their representatives as well as to elected officials and candidates for political offices is taken exclusively by the General Management of the SCHERDEL Group or by the Plant Managers in the international plants. When awarding this kind of donations, the principle of unselfish acting must be observed and be clearly differentiated from sponsoring actions.
Supply chain
We encourage our business partners to introduce comparable ethical principles based on internationally agreed values, and expect them, within the framework of their business activities, to observe the valid laws, directives and standards, to avoid conflicts of interest, to respect our assets and the customs, traditions and social values of the countries and cultures in which we are present.

Money laundering
The SCHERDEL Group takes the necessary measures to prohibit any money laundering within its sphere of influence.
4. Our policy in terms of environment and safety

We have the responsibility for our society, for future generations and for our natural environment. Therefore we commit ourselves to continuously improving the environmental protection within our Company in order to pollute the environment as little as possible within the bounds of the economic feasibility. We consider the environment as an interaction between all aspects of natural environment, energy and industrial safety.

We act according to the following principles:

1. Our aim is to harmonize ecological and economic topics. Our central Company target is gaining profit. The economical handling of raw materials and energy corresponds both to the economic and to the ecological principle. In addition to that, we constantly try to avoid respectively to reduce to a minimum polluting emissions and waste. We support this objective when selecting our raw materials, resources and services, during the production and shipping of our products. In many cases environmental protection measures lead to cost savings and improve the profit situation of the Company.

2. We constantly strive to reduce dangers in the work process, in order to avoid any injuries or illnesses. By doing this, we want to maintain the safety and health of our employees.

3. We commit ourselves to create human working conditions.

4. By means of regular examinations we want to guarantee the observance of the valid laws, ordinances and standards. As far as our suppliers are concerned, we make sure that they keep our standards.

5. We document the effects of our activities, from which we derive our Company aims and measures. Their realization is part of our obligation to continuous improvement. If there are deviations from our aims, we introduce suitable corrective measures. We promote our internal system of improvements in particular regarding environment protection, energy efficiency and safety on the job.

6. As an innovative Company we try to optimize all processes regarding their environmental compatibility. For development, design, production and other activities, the consequences for the environment are examined. Appropriate possibilities are used in order to preserve resources and to minimize the pollution of the environment.

7. In our processes we examine the use of renewable energies and permanently determine our consumptions.

8. We co-operate, in a trusting and open manner, with our customers and suppliers, the authorities and the public as far as environmental aspects are concerned.

9. In our Company, environmental protection, energy efficiency and work safety are the tasks of every employee. Employees from all areas of responsibility of the SCHERDEL Group get the necessary information. They participate in the improvement of the environmental situation or are requested to do so.

The General Management examines the observance of this policy and the functioning of the corresponding management systems in regular intervals.
5. Obligation to comply with the requirements

The Managers of the respective units are responsible to comply with the requirements. All employees of the SCHERDEL Group are obliged to declare any serious violation of laws and internal directives within the framework of the information system available in the Company. We do not tolerate any actions directed against employees declaring this kind of violation. In case of violation of these internal requirements every employee must be prepared to be subject to disciplinary actions in the interest of our trustworthy employees and business partners. This kind of violation may also result in penal or liability consequences.