

Movement by Perfection



Code of Conduct

The Royal League in ventilation, control and drive technology

ZAvblue

ZIEHL-ABEGG



Die Königsklasse

*der Lufttechnik,
Regeltechnik und Antriebstechnik*

**Mehr
Volumen**
bei kleinerer
Baugröße



Preface

Dear employees,

Anyone involved in the economic process is always confronted with the questions of what is permitted and what is not allowed. This leaflet provides you with guidance on this topic. After all, ZIEHL-ABEGG does not want to merely comply with the statutory regulations; it wants to meet high ethical standards over and beyond these.

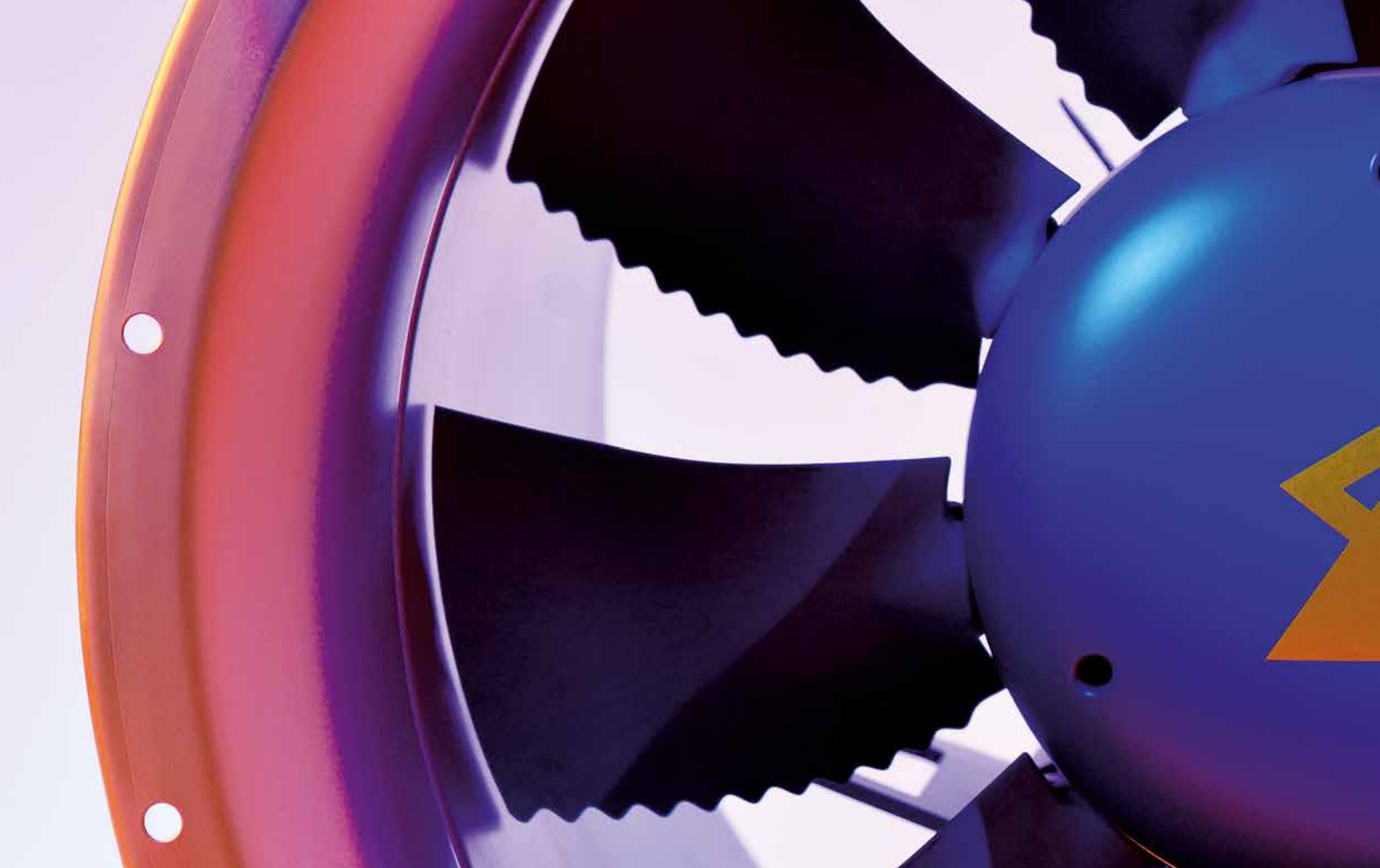
This Code of Conduct applies worldwide to every employee of the ZIEHL-ABEGG Group whether in production, in administration or at the Executive Board level.

Each and every person is equally responsible for maintaining the principles of conduct.

We all stand for honesty in our actions and subscribe to the following principles of conduct. That is the only possible way to sustain economic success.

Board of Directors Supervisory Board Central Works Council





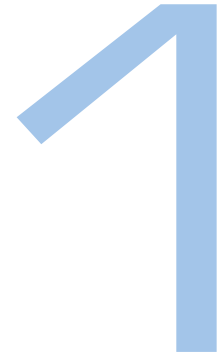


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IEHL-ABEGG deals are
always clean deals

Clean deals

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Scope of application

This Code of Conduct applies to the management and all employees along with temporary manpower (also from external companies) of the ZIEHL-ABEGG Group.

This Code of Conduct is the basis both for our internal behaviour and also our business relationships.

If a business partner infringes the regulations written in this Code of Conduct for a long time, the business relation with this business partner will be broken off after an appropriate admonition.



Principles and laws



The basis for sustainable economic success is compliance with the respective attainable international laws (such as the „Universal Declaration of Human Rights“) along with the respective national laws. The ZIEHL-ABEGG Group demands unrestricted compliance with the respectively applicable laws from the entire management, from its employees, the temporary employees and from every business partner.



Fair competition – Compliance with the anti-trust law

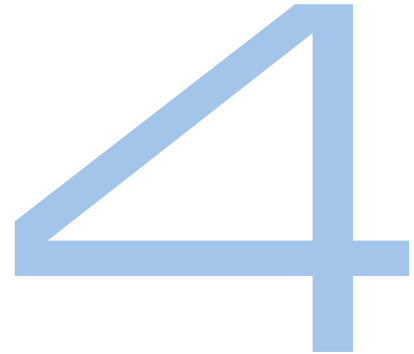


The ZIEHL-ABEGG Group abides by the principle of fair competition without any restrictions: We disprove of common pricing, concerted action regarding market shares, allocation of local markets, allocation of customers, price fixing and similar. Other illegal anti-trust law actions such as concerted actions, informal discussions or informal gentlemen's agreements are to be refrained from.

It is not allowed to make our own calculations, capacities, development results and plans accessible to competitors. Exceptions can only be taken into consideration in cases of the sale of a business, purchases of companies or joint-venture propositions; however, here a non-disclosure agreement is also always the indispensable premise for the exchange of information.



Zero tolerance of bribery and corruption



The ZIEHL-ABEGG Group does not concur with any form of bribery or corruption (money, gifts, granting of other advantages and so on).

We do not give our business partners any inappropriate gifts. Government officials and other civil servants will not be given any kind of gifts whatsoever. Furthermore, it is prohibited for employees of the ZIEHL-ABEGG Group to misuse their position to grant unjust advantages of a personal or commercial nature to business partners.

Employees of the ZIEHL-ABEGG Group are merely permitted

to accept gifts of a low value, and that only when no manipulation or potential manipulation by the beneficiary employee(s) is possible.

If (an) employee/employees is (are) confronted with such an offer, they are to immediately notify their superior.

The semblance of extraneous consideration is to be strictly avoided.

Inappropriate behaviour of others is not justification for one's own misbehaviour.



Avoidance of conflicts between private and business interests



Every employee is to separate their personal interests from those of the corporation.

Investment in companies with commercial connections with the ZIEHL-ABEGG Group must be disclosed. That also applies to shares owned by relatives.

Furthermore, staffing decisions must not be influenced by private interests or relationships.

Immediately disclose any possible conflicts of interest.



Do not use company property for private purposes



Without permission from the competent authority, no employee may use any facility (vehicles, devices, office supplies, data, documentation, etc.) or company manpower for private purposes. At the same time, current corporate rules retain their validity.



Fairness and respect as the basis of dealing with each other



All employees have the right to equal treatment and equal opportunity.

No one is allowed to be personally wronged, favoured, controlled, or excluded due to their race, the colour of their skin, nationality, descent, ethnic origin, belief, philosophy of life, membership in an association of workers (including unions), sex, age, social background or social origins, their sexual orientation, physical constitution, appearance or other personal characteristics.

Every employee has a right to be protected against harassment.

Involve the superior or the Human Resource Department in case of long-lasting conflicts. Every superior has the duty to actively proceed against discrimination.



Child labour and forced labour will not be tolerated



The ZIEHL-ABEGG Group does not tolerate child labour. National regulations for the protection of juvenile employees are to be complied with.

The prohibition of child labour and the protection of juvenile employees must not be circumvented through fake apprenticeships: A fake apprenticeship is the employment of juveniles which does not have the goal of increasing the knowledge and skills of the employees.

If children are working at a business partner under conditions that would qualify as child labour, the business partner is to immediately implement a remedy and to document that fact.

Every employment must be solely voluntary; it must correspond to employment conditions that satisfy national laws and methods.



Freedom of association will be guaranteed



The right of employees to found organisations, to join them and to lead collective bargaining is supported. ZIEHL-ABEGG supports a sincere and fair dialogue with its employee representatives.

Employee representatives must be protected against discrimination. Their free access to the workplace of all employees is to be guaranteed so that they can exercise their rights.



Disciplinary measures



Only those employee disciplinary measures compatible with national laws and internationally recognised human rights are permitted.



Working hours and employment contracts



Managers are tasked to effect compliance with the respective valid legal working-hour stipulations.

All employees must receive written employment contracts. These guidelines are to be guaranteed by the business partner in dealings with contract partners regarding employment agency workers.



Health and safety at work



The protection of employees of ZIEHL-ABEGG and the public from health hazards, plus the observance of respective applicable national laws and other regulations, are to be maintained along with the safety regulations drawn up by ZIEHL-ABEGG. Managers have the mission here to inform their employees about the respective applicable regulations and to ensure their compliance.

Every employee is jointly responsible for work safety.

The superior is encumbered with an important function as a role model.

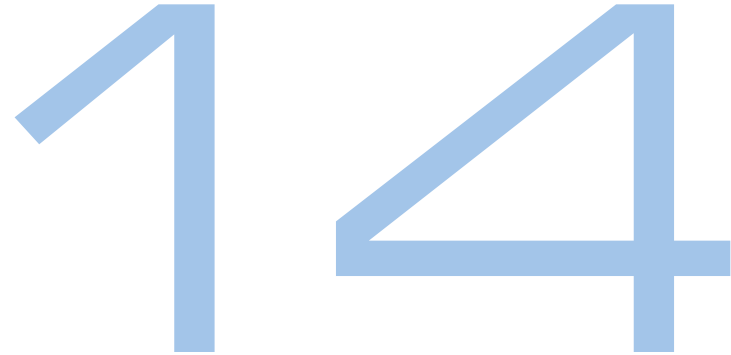
Remuneration

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The remuneration paid for the employees' services must correspond at least to the legal stipulations. The employees are to be regularly provided an explanation of their remunerations. The remunerations are to be paid in a suitable form that corresponds to the respective national regulations and customs.



Environmental protection



The legal minimum requirements placed on environmental protection are to be maintained.

Every unauthorised emission of substances in which the emission requires official approval is to be prevented. If an unintended emission of such substances occurs, immediately inform the authority in the company responsible for environmental protection. Only through prompt reporting is it possible to initiate suitable measures early on. An employee will not suffer any disadvantages due to such a report.



Products and product safety

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Immediately report to the competent authorities in the company detected hazards and those that could be hazardous which emanate from the product or its use.

Immediately follow-up on such information. Every product must be provided with the required warning notices.



Dealing with development results

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The results of our technical developments are the foundation of our future success. For that reason, our development engineers and technicians must create, document and communicate the results of their work in line with applicable standards.

Insights or company secrets must never be passed on to third parties. All agreements with third parties involved in the granting of a license or the transfer of expertise are to be reviewed by the responsible authorities before implementation.

During product development, the legal situation regarding previously existing protective rights is to be meticulously reviewed. The effective protective rights of third parties are to be respected; refrain from their unauthorised use.

It is forbidden to procure or use secrets from third parties without authorisation.

Protection and orderliness when dealing with business documents/data protection



Pay particular attention to compliance with the respective valid data protection.

All business documents and data media are to be safely kept in such a manner that they cannot get into the hands of unauthorised third parties.

All records and files must be kept in such a manner that substitution is guaranteed at all times. That assumes comprehensible, clear and complete record keeping (both on paper as well as in electronic form).



Insider rules – No use of information for personal advantage

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It is prohibited to use internal knowledge about plans of the company for the purpose of personal enrichment – neither directly nor indirectly through the involvement of a third party. The passing of information is only permitted when all applicable rules on secrecy are observed – on the basis of need to know.

Risk management

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Entrepreneurial activity is inseparable with entering into risks. While making daily decisions however, a balanced relation of opportunities and risks is to be kept in mind - risks that could jeopardize the company must not be taken! All relevant risks are depicted in the existing ZIEHL-ABEGG risk management system.

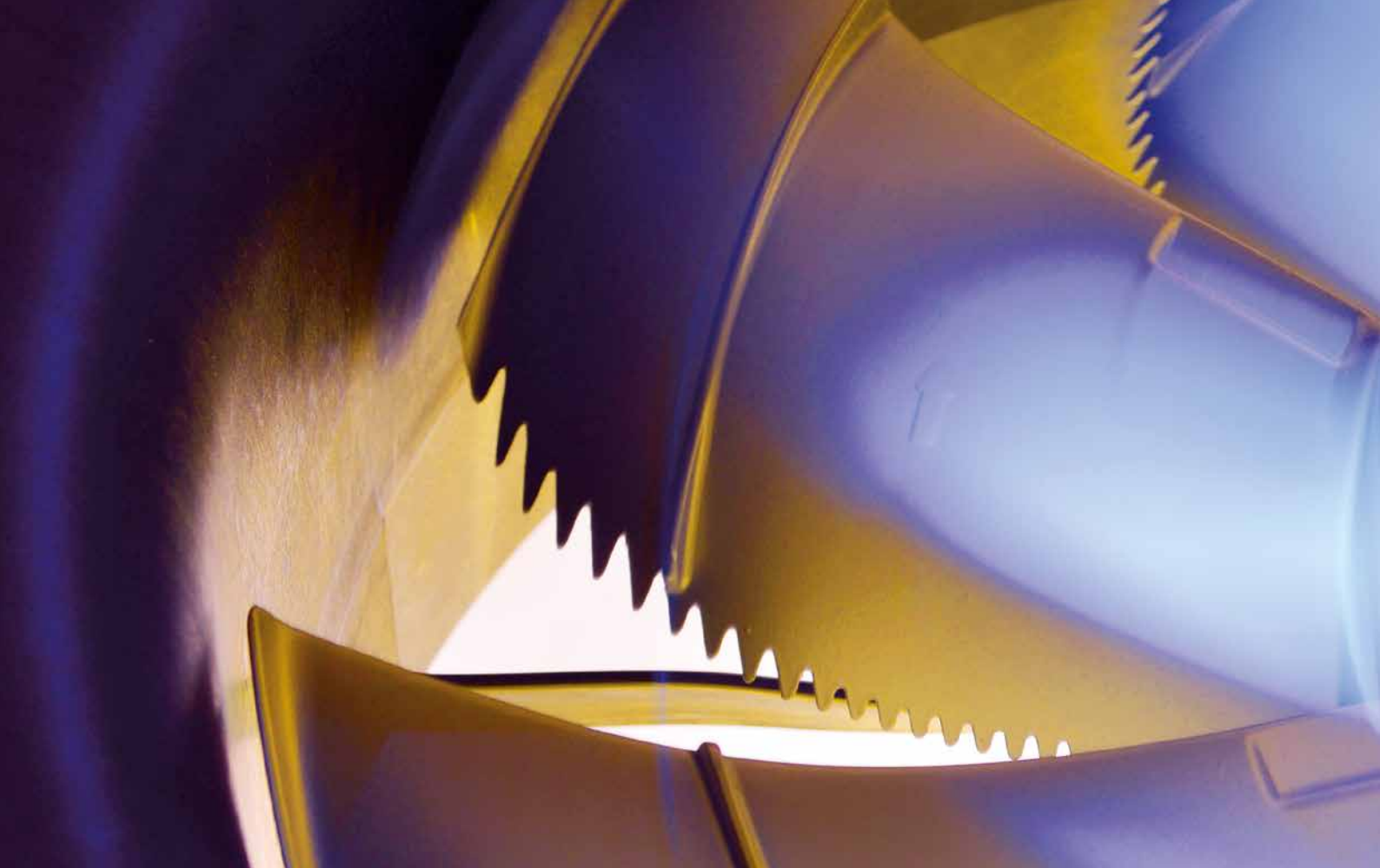


Role-model function of superiors



The management executives have a special role-model function.

It is the manager's job to ensure compliance with the rules of this Code of Conduct.





ustainability

Help us secure the
compliance with these rules.



Obligations from the Code of Conduct

The rules in this Code of Conduct supersede all instructions from a superior. Superiors must monitor the work of their employees for possible infringements against this Code of Conduct.

The points of contact for questions about the Code of Conduct or Data Protection are:

Code of Conduct

compliance@ziehl-abegg.de

Data Protection

datenschutz@ziehl-abegg.de



The Royal League

