

1.1 Company Policy

The directors have established the corporate policy set forth below.

All employees as well as other persons working under the control of these companies are made aware of the company policy. In discussion rounds, the managing directors and the management representative deepen this content in the awareness of the employees.

The company policy is made available to customers and other interested parties upon request. During the annual evaluation of the management system, the management reviews the appropriateness and continued suitability of the company policy and adjusts it as necessary.

Company Policy

Corporate guidelines

In our corporate guidelines, we have summarized the values that guide our actions. Chemtec Chemicals GmbH's set of values shows our customers, partners and employees what they can rely on. And what they can rely on from us.

We are a long-term thinking, sustainable acting and economically independent family business. We try to live the following principles in our daily actions. Our conscious handling of opportunities and risks as well as sound market knowledge ensure long-term profits and solid growth.

1. general values - future thinking, stability, security:

- **Responsibility** - We are aware of our responsibility and our impact on stakeholders as well as the planet. Therefore, we pursue the goal of holistic sustainability.
- **Legal Compliance** - We are committed to complying with all applicable laws and regulations. We keep our knowledge of these up to date. Through external verification and internal measurements and audits, we demonstrably demonstrate compliance with all regulations.
- **Future orientation** - Our goal is to operate sustainably in order to enable growth in line with our corporate objectives, as well as to secure jobs and create new ones.
- **Transparency** - We don't just talk, we also act. Therefore, we want to map our processes as transparently as possible.
- **Risk management** - We systematically analyze risks and implement effective measures to mitigate them.
- **Errors** - We aim to avoid errors through well-organized work, the use of suitable tools and qualified personnel. However, should an error occur, we acknowledge it, investigate the causes and take corrective action to prevent a recurrence.
- **Optimization** - We are constantly trying to improve and take advantage of opportunities. We are committed to continuously developing and improving our management system.

2. we put the customer first - we adapt systems and processes to the personal and individual needs of our customers!

- **Connectedness** - We feel connected to our customers and strive for mutual maximization of benefits.
- **Individuality** - We do not believe in "one-size-fits-all". Every person and every customer is unique. Therefore, we provide individually crafted solutions for each client to meet every need and customer requirement.
- **Integrity** - We handle business, customer and commodity data with confidence and protect it from unauthorized access. We are committed to complying with all laws and government regulations.
- **Commitment** - We consider it our duty to meet the requirements established with our customers, the promises made by our company, and the legal and regulatory requirements.
- **Criticism** - We take our customers' requests seriously, as well as positive and negative criticism, as we are aware that perfection is an illusion. As part of our continuous improvement process, we strive to be error-free.

3. working community - We consider our personnel primarily as people and not as mere resources. We are guided by humanity, liberality and tolerance!

- **Team** - We see ourselves as a close-knit team, acting together to utilize the various strengths and thus any competencies of each individual.
- **Individual responsibility** - Although we act as a team, we are aware of the strengths of our workforce. Therefore, we have flat hierarchies and assign personal responsibility at all levels.
- **Quality** - We see knowledge and competence as a resource that needs to be continuously improved. Therefore, we attach great importance to further education and training.
- **Focus on people** - We respond to the wishes and demands of our employees, as well as their health and safety, because the satisfaction of our staff is close to our hearts.
- **Diversity** - "People are people" - as a global company, we welcome everyone regardless of religion, origin, appearance, gender and age.

4. Work health and safety - We minimize potential hazards and take great care to protect our personnel.

- **Hazards** - We address risks in a comprehensive hazard assessment and determine preventive measures to avoid the hazards.
- **Protective equipment** - We provide all employees with the necessary personal protective equipment and ensure that it is used properly.
- **Participation** - We closely involve our employees and partners to whom we outsource processes in the implementation of our occupational health and safety concept.
- **Learning** - We learn from incidents and accidents. Through careful accident investigation, we identify the causes and eliminate them.

5. environmental protection - What is done today changes our tomorrow - therefore environmental protection is important to us.

- **Environment** - We consider the environment to be the soil, air, water and groundwater, animals, plants and people. We strive to continuously reduce changes in the environment within the scope of our possibilities.
- **Environmental impact** - We constantly screen our operations and products for environmental aspects and their impact on the environment. We pursue significant environmental aspects with the aim of continuously reducing our environmental impact.
- **Climate** - We contribute to climate protection by reducing CO2 emissions and avoiding other gases that are harmful to the climate.
- **Energy** - We aim to be efficient with the energy we use and try to use renewable energy wherever possible.
- **Waste** - We design our processes in such a way that waste is avoided as far as possible. Where waste is nevertheless generated, we separate it and dispose of it via certified specialist companies.

6. Sustainability - Through our awareness of our responsibility, we do not see sustainability as a trend or task that arises in the short term.

- We see it as a long-term process that is long overdue and is based on three pillars

1. *ecological*
2. *economic*
3. *social*

We see sustainable action as a task, a challenge and a long-term goal of ours and understand that this is the legitimizing basis of future-oriented business models. Therefore, we try to comply with all components of sustainability in the long term.

- **Learning process** - Sustainability offers numerous facets and opportunities that need to be implemented and learned.
- **Outreach** - We want to inspire people to think beyond our company.
- **Participation** - We are open to innovative ideas that strengthen our success in terms of sustainability, so we involve our workforce, as well as stakeholders from outside.
- **Reflection** - We reflect on our actions and processes, especially from an environmental, economic and social perspective.
- **Transparency** - Transparency plays a special role in sustainability. We want to distance ourselves clearly from "greenwashing".
- **Measurability** - We want to make our sustainability measurable.