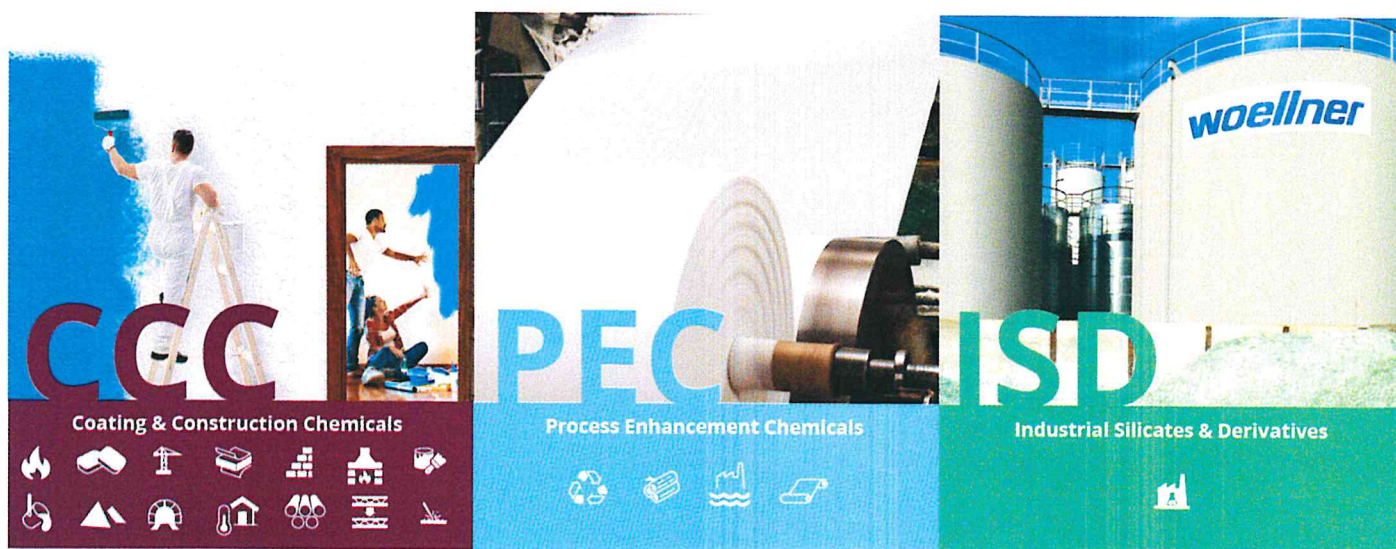


# Code of Conduct and Mission Statement



## Code of Conduct

Wöllner is one of the leading manufacturers of soluble silicates and speciality chemicals in Europe.

As a chemical company and as an employer, we are aware of the great responsibility we have towards society, our environment and our employees, customers, and suppliers.

To fulfil this responsibility, we act in accordance with recognized global standards and initiatives.

As a social partner of the Federal Employers Association for the Chemical Industry (BAVC), we work together with our employees and representatives of the Industrial Union of Mining, Chemicals and Energy (IG BCE) for a social equilibrium in order to always maintain a balance between economic, social and environmental needs in our decisions.

As a member of the German Chemical Industry Association (VCI), we actively participate in the worldwide Responsible Care initiative. We are committed to continuously improving our performance in terms of environmental protection, health and safety.

Compliance with internationally recognized standards and laws is a matter of course for us.

In addition, we see the "Chemistry<sup>3</sup>" sustainability initiative as a valuable contribution to strengthening sustainability as a guiding principle within the industry and providing international impetus in close connection with the core elements of the United Nations Global Compact.

In our mission statement, we formulate a Code of Conduct that applies to every employee of the Wöllner Group. Living according to these values forms the basis for a trusting cooperation to achieve our goals, but also for fair dealings with our business partners, government agencies and the public.

The implementation of these high standards cannot be achieved solely by our company and employees, it can only be realized together with our business partners.

Please support us in these efforts!

## Mission Statement

We are a medium-sized family-owned company offering market- and customer-oriented solutions. Our goal is to successfully position Wöllner in the global market as the market leader in the segments that are strategically important to us, while at the same time maintaining our responsibility for the preservation of our environment and our responsibility to society. Our actions are determined by our pursuit of long-term success.

### **We achieve corporate success through the following principles:**

- We make the customer the focus of our work. Both, the service we provide to the customer and the products used must be sustainable.
- By investing in the development of innovative solutions, a high quality in the execution of our orders and enjoyment of work, we open up growth and savings potential for our customers, thereby simultaneously expanding our market position.
- In order to continuously improve our corporate performance, we use a quality management system which is integrated in all company divisions. We are certified according to the ISO 9001:2015 standard.
- We are vigilant regarding financial stability.
- Through organic and inorganic growth, we want to make the company fit for the future.
- The economical use of our resources to protect the environment and to maintain our efficiency is a focal point of our corporate success. To implement this goal, we have introduced both an Energy Management System and an Environmental Management System. We are certified to ISO 14001:2015 and ISO 50001:2011.

**The basis for corporate success is the coordinated work of able, performance-oriented, committed employees and executives.**

- Our corporate culture is informed by mutual appreciation, fairness and tolerance. We treat each other with respect and appreciate the work and performance of the others beyond departmental boundaries.
- On the basis of mutual trust, executives and employees interact in a cooperative, open and motivating working atmosphere.
- To protect our employees, we have introduced an Occupational Health and Safety Management System. We are committed to complying with the NLF/ILO-OSH 2001 and OHSAS 18001:2007 standards, in order to be able to continue to carry the "Safe with system" seal of approval.

**These principles represent a binding guideline for the daily thinking, acting and working of all Wöllner employees.**

A handwritten signature in blue ink, appearing to read "B. März", written in a cursive style.

**Dr. Barbara März**  
Managing Director



# Guidelines Chemistry<sup>3</sup>

## on Sustainability for the Chemical Industry in Germany

<https://www.vci.de/vci-online/presse/pressemitteilungen/2015-11-04-nachhaltigkeitsinitiative-chemie3-legt-ersten-fortschrittsbericht-vor-vci.jsp>

### 1 Integrating sustainability into the corporate strategy

Enterprises in the chemical industry make sustainability an integral part of their corporate strategy. Sustainability is relevant to all areas of business. The setting of individual targets prompts each company to adapt to the principles of sustainable development gradually and consistently. The employees are actively involved in this process. Ideas and suggestions put forward by members of the general public, politicians, the business community and academia are noted and evaluated. Enterprises anchor all three dimensions of sustainability in their strategies – economy, environment, and society:

- Long-term economic targets, global competitiveness and sound financial health of the enterprises are the basis for jobs, innovations and investments. Enduring business success benefits the employees, the owners or shareholders, and the economy.
- The protection of people and the environment and the responsible use of resources are firmly anchored in the companies and are supported and continuously further developed through the implementation of programmes such as Responsible Care.
- The enterprises see themselves as part of society and stand for active social responsibility. In Germany, this translates into commitment to the country's social market economy ("Soziale Marktwirtschaft") and their engagement in the unique social partnership within the chemical industry. Chemical industry enterprises respect and uphold human rights world-wide.

### 2 Achieving sustainable investments and value creation

The companies in the chemical industry design their business policies for long-term value creation. Maintaining and improving global competitiveness and securing jobs are of paramount importance. The companies actively work to create sound business structures and establish internal incentive systems designed to promote long-term success. When investing, they combine efficiency with safety, environmental protection, optimized energy and resource use with social responsibility, while applying comparable standards all over the world.

### 3 Promoting economic stability and global cooperation

Through their economic success, enterprises in the chemical industry create regional and global development opportunities and thus contribute to the economic stability in the local areas where they operate. They show their commitment on a national and international level as partners for sustainable development and as responsible role models. They work to ensure that high environmental and social standards are applied in their value chains around the world.

### 4 Driving sustainability through innovation

Enterprises in the chemical industry develop innovative solutions to meet global and national challenges. Through significant investments in research and development they create added value for business and society. When developing new products and processes, they consider sustainability issues at an early stage.

### 5 Implementing sustainability in operational processes

Enterprises in the chemical industry establish their own individual procedures and structures to ensure clear allocation of responsibilities for implementing their sustainability measures and continuously improving their processes and products. They integrate measures in their corporate processes to abolish child and forced labour as well as to fight corruption.

### 6 Securing decent work and an active social partnership

Enterprises and employees in the chemical industry believe in collaborating as social partners and in decent working conditions as a prerequisite for sustainable development. They see the unique chemical industry social partnership as the best way to balance the interests of employers and employees to their mutual benefit. This is also achieved by applying these principles and collaborating as partners on the enterprise level. Through collective agreements and commitment to such agreements, social partner agreements, co-determination and other forms of collaboration, employers' associations, trade unions, corporate management and works councils establish an atmosphere of security, participation and transparency, while ensuring decent and competitive working conditions in Germany.

The enterprises actively include their employees and encourage them to become involved and assume responsibility. They shape sustainable development in a spirit of partnership and endeavour to promote good social standards nationally as well as internationally.

#### **7 Managing Demographic change and securing skills**

Enterprises and employees in the chemical industry see managing demographic change as a shared responsibility. Social partners, management and works councils are further developing their collective agreements and socio-political activities in this area. Enterprises and their employees are committed to promoting professional and vocational training, life-long learning, and assuring the availability of skilled employees as well as establishing work arrangements that are compatible with different phases in life and are family-friendly. Employers and employees rely on a good education, a high skill level, and reaching the full potential offered by diversity in the workforce.

#### **8 Protecting people, the environment and biodiversity**

Enterprises and employees in the chemical industry are committed to protecting people, the environment and biodiversity around the world. In a continuous improvement process, they take into consideration not only their own processes but the entire life cycle of their products. They place a high priority on product and plant safety as well as continuous process optimisation and act according to the principles of the Responsible Care initiative. By assessing risks at an early stage, the companies help to ensure that potential safety risks relating to their products and processes will be detected and can be avoided. Companies seek ways to strike a balance between economic, environmental and social impacts when using biological diversity for purposes of biotechnological and pharmaceutical innovation.

#### **9 Promoting resource efficiency and climate protection**

With highly energy-efficient production facilities, resource-friendly processes and innovative products for their customers, enterprises in the chemical industry make a significant and indispensable contribution to global climate protection.

They continuously improve efficiency with regard to feedstocks and energy use, for economic as well as environmental reasons. In doing so, they consider the overall product life cycle. The businesses utilise renewable and recyclable raw materials wherever this is technically feasible and economically, environmentally and socially useful or desirable to do so. Respect for natural habitats when sourcing raw materials is of major importance.

#### **10 Engaging with communities as good citizens**

As good citizens, enterprises and their employees promote sustainable development in the local communities where they do business at national and international level. They are active partners to the regional actors, engaging in activities and encouraging volunteering so that people in their region can live well. In particular, they help to create educational and other opportunities to empower young people.

#### **11 Creating transparency and showing integrity**

Enterprises in the chemical industry ensure that their efforts to promote sustainability are communicated in a transparent and understandable way to employees, customers, and the general public. When doing so, they use recognised standards and indicators as an orientation. Companies and their employees behave with openness, credibility and integrity in their dealings with policy-makers and the general public.

#### **12 Fostering a dialogue and enhancing participation**

Enterprises of the chemical industry seek a dialogue with their stakeholders in politics, society, academia and the business community in order to include their knowledge, values and interests in their business decision processes. In addition, they encourage involvement and participation of their employees in the decision-making process and maintain a dialogue with the communities they operate in.

# Responsible Care

[www.responsiblecare.org](http://www.responsiblecare.org)

We are a member company of Verband der Chemischen Industrie e.V. (VCI). We undertake to act in the spirit of the global Responsible Care initiative and to continuously improve, based on our own responsibility, the protection of health and environment as well as the safety of employees and fellow citizens.

## VCI Responsible Care Guidelines

1. Safety and the protection of human health and the environment is a matter of fundamental importance. For this reason, company managements are required to define guidelines for Responsible Care that are oriented towards this paramount principle. In addition, measures and procedures shall be defined that enable implementation of these guidelines into everyday practice by the company and its employees, as well as periodic reviews of and, if appropriate, adjustment to new requirements.
2. The companies strengthen their employees' awareness for safety and the environment. They increase employees' sensitivity for possible environmental burdens as a result of products or plant operations.
3. The companies of the chemical industry respect the general public's need for transparency in connection with products, processes and activities on the basis of a constructive approach and respond to this need in a constructive approach.
4. The companies of the chemical industry continuously improve the safety of their products: in the selection of raw materials, in production, storage, transportation, distribution, use, recycling and disposal. They take into account health, safety and environmental aspects both in the development of new products and product processes and in communication with buyers, processors and users.
5. In accordance with their product responsibility, the companies of the chemical industry provide information about rules for the safe transport, storage, safe use, recycling and disposal of their products. This applies, in particular, to buyers, processors and users.
6. The companies of the chemical industry work continuously on extending their knowledge of their products and production procedures, in particular with respect to their potential to impact on human health and the environment during all phases of the products' lifecycle.
7. Irrespective of economic interests, the companies of the chemical industry shall limit the marketing of products or discontinue production, if the results of a scientific risk assessment call for such limitation or discontinuation as a precautionary measure to protect human health and the environment.
8. The companies of the chemical industry operate safe production plants. Should any risks endangering human health or the environment be recognisable, the companies shall take immediate action as required. In so doing they shall cooperate closely with the public agencies and inform the general public.
9. The companies of the chemical industry actively make available their knowledge and experience in the preparation of practical and effective laws, regulations and standards with the aim of ensuring the protection of human health and the environment.
10. The companies of the chemical industry maintain and encourage dialog with their stakeholders.
11. The companies of the chemical industry support the national Responsible Care program. In order to comply with RC principles, they provide sufficient resources to enable implementation in the company.