



A **BIT** OF YOUR LIFE.

Code of Conduct

BITO-Lagertechnik Bittmann GmbH

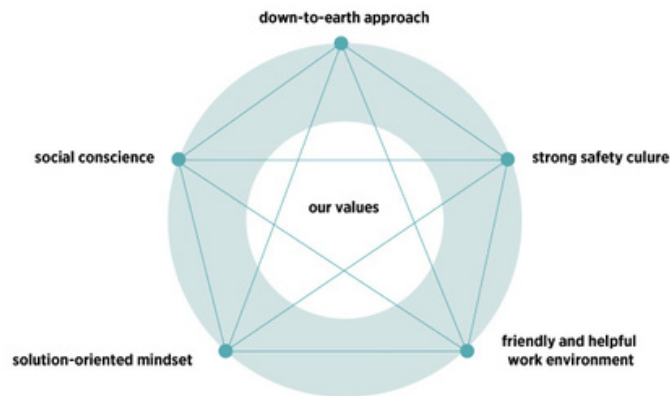


BITO
LAGERTECHNIK

Purpose of this Code of Conduct

Our Code of Conduct describes the values we share and how we want to work together to ensure sustainable success for our company. The purpose of this Code of Conduct is to establish fundamental standards and principles of conduct for all employees of the Company to prevent situations that may call into question our Company's legality and probity. The basis and foundation of this Code of Conduct are the values of our company, our own demands to ethical business practices as well as the social and legal framework for our actions. In addition to laws to which we must adhere, the Code of Conduct contains a collection of internal company guidelines and regulations as a guide to action in day-to-day business. The Code of Conduct thus conveys our understanding of values and behavioral requirements, which are intended to enable employees to align their behavior along these guidelines.

Our values determine how we think and act



Since the company was founded, the Bittmann family has shaped the corporate values and culture. Today, these values have been internalised throughout the company and among all employees. They are the basis for our daily work and are reflected in our products and our very strong commitment to service. They determine how we deal with our customers, and they are fundamental to our commitment to the environment, regional development and society.

Our values therefore are not only of special importance to our employees. They have also been playing a major role in the fact that BITO has developed into a strongly growing, international manufacturer and employer and has been able to establish itself as a successful brand. Ethical business practices and compliance with all international and local laws are not only a matter of course for us, but a commitment. We can only be successful and be perceived as a trustworthy, reliable partner if we act responsibly towards customers, suppliers, the environment and society by applying the same fundamental principles to our business conduct worldwide.

These values are our compass - not only for what we do, but also for how we do things. They are the values that are brought to life by every BITO employee - every day and in everything we do.

Our business conduct

Compliance with law and order



For us, the existing laws and other governmental, intergovernmental and international regulations are the fundamental principle of economically responsible action and thus a matter-of-course basis for our daily business activities. We observe the applicable legal obligations and prohibitions. In doing so, we take into account the particular societal, cultural, political and social circumstances in each country.

Fair competition



We embrace the principles of a free market and open and fair competition. We refrain from and prevent any kind of corruption and other unfair influence on the decision-making freedom of others, such as extortion. We do not obtain information about competitors through bribery or other illegal or unethical means.

Avoiding conflicts of interest



We make our business decisions in the best interest of the Company. Personal interests are excluded from these decisions. Conflicts of interest with private interests or other economic or other activities, including those of relatives or otherwise close persons or organisations, are avoided from the outset. Therefore, the exchange of gifts and other benefits is generally prohibited if this jeopardises professional independence. The exchange of common commercial favours, such as promotional gifts or business meals, is permitted as long as they are made overtly and without compromising professional independence.

Our interaction with each other - Our behaviour towards colleagues

Living a culture of mutual appreciation and trust



Everyone in the company has an essential role and contributes to company success with his/her task. To be successful together, we support each other as partners, stand up for each other and treat each other with respect and kindness. Equal opportunities, equal treatment and non-discriminatory cooperation as well as the protection of human and employee rights are very important to us. We treat all employees equally, regardless of gender, age, skin color, culture, ethnic origin, sexual identity, disability, religion or ideology.

Working conditions



We respect all internationally recognised human rights. Child labour, forced labour and illegal employment will not be tolerated by us. For us, the dignity of every human being excludes any kind of discrimination, coercion or harassment. It also requires that people be allowed to join associations in free self-determination and to exercise this right within the framework of the law. We respect our employees and their commitment and therefore strive to offer good working conditions and social standards. We implement the legal provisions with regard to working conditions such as the payment of minimum wages.

Occupational health and safety



Maintaining employee safety and health leads to more motivation within the workforce and thus to innovative strength and compliance with the high-quality standards for our products. Our commitment to occupational safety and health protection is therefore an essential part of our corporate processes. It is a matter of course for us to observe the laws on the protection of children and young people as well as the laws and guidelines on occupational health and safety.

Our responsibility towards the environment and society



Acting in an economically, ecologically and socially responsible manner is what we demand of ourselves. In all our activities and across the entire value chain, we bear responsibility for the environment, climate protection and society. Our goal is to use resources responsibly and efficiently, to avoid environmental pollution wherever possible and to design our products in such a way that our customers will make a positive contribution to environmental and climate protection through our products. As a climate-neutral company, we want to do business and work in a sustainable way for the long term - for a "better tomorrow".

Our policy on data and information

Data protection



For us, confidentiality represents a key requirement for fair cooperation in a spirit of partnership. This also includes treating the privacy of each and every employee, customer and supplier with respect, including their personal data. This translates into our strong commitment to data protection and the principle of data minimisation. With this in mind, we are driving the further digitalisation of our company in line with our values.

Information security and corporate secrets



Information and data security are an essential requirement for being perceived as a reliable partner and for securing our competitiveness. Therefore, our focus is on the protection and security of company data, customer data, supplier data and employee data. Each employee contributes to protecting this data and our company and business secrets from unauthorised access as part of his or her job.

What we all contribute

BITO expects all directors, superiors and employees to comply with this Code of Conduct. Violations of the Code of Conduct, legal regulations or internal guidelines can have significant consequences for both the individual and BITO. Therefore, BITO does not tolerate misconduct and takes appropriate measures in accordance with company and legal regulations. To a particular extent, our managers act as role models and measure their own actions against the Code of Conduct. They are the first point of contact for questions on understanding the regulations and ensure that all employees know and understand the Code of Conduct. As part of their management duties, they prevent unacceptable behavior or take appropriate measures to prevent violations of rules within their area of responsibility. Trustful and good cooperation between employees and executives is reflected in honest and transparent information and mutual support.

Everyone can, should and must get involved in order to reflect this Code of Conduct in their daily actions. If you have any questions, would like to raise issues or make suggestions, please approach our management staff or the board of management, talk to the works council or use the employee app or the voicemail box as a communication platform.

By resolution of the managing director, this document is valid without signature.

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