

Code of Conduct

Code of behaviour of the MÜLLER TEXTIL Group

Our operations with our business partners, employees (f/m/d) and the public are aligned to respect, honesty and fairness. The basis forms the observance of the legal binding regulations on national and international levels as well as our company values, our corporate vision and all voluntarily obligations assumed. Our ethical and legal standards are actively implemented in our daily business and build the ground for strategic planning.

The appearance of the MÜLLER TEXTIL Group is characterised by the behaviour, actions and conduct of every individual. Everybody shares responsibility for the representation of the whole company group according to uniform principles on a national as well as on an international level in order to satisfy our social responsibility.

This Code of Conduct is globally valid for the management and all employees. It comprises obligatory ethical principles of conduct which are binding for all. Our behaviour supports the long-term protection of the company success. Violations of the Code of Conduct are not tolerated and cause disciplinary consequences and, if necessary, criminal pursuit.

All employees of the MÜLLER TEXTIL Group are obliged to inform themselves about the applicable regulations and guidelines of their area of responsibility, to observe them and, in cases of doubt, to obtain additional information and advice from the relevant authorities. The first contact should always be the relevant manager. Our management and our executives assume special responsibility for the observance of our Code of Conduct in daily life. They are aware of their role model function.

Wiehl, 03th December 2024

Table of contents

1. General behaviour

- 1a. Law-abiding conduct
- 1b. Responsibility of employees in external relationship
- 1c. Social interaction, avoidance of discrimination

2. Dealing with business partners and third parties

- 2a. Corruption, bribery, extortion and Financial responsibility
- 2b. Competition and antitrust law and the Export controls and economic sanctions
- 2c. Award of contracts
- 2d. Offering and granting of benefits
- 2e. Invitations, presents and personal enrichment
- 2f. Donations

3. Avoidance of conflicts of interest

- 3a. Non-competition
- 3b. Secondary employment

4. Handling of information/protection of business assets

- 4a. Records and reports
- 4b. Secrecy
- 4c. Data protection and data security
- 4d. Protection of know-how/intellectual property and the prevention of counterfeiting
- 4e. Approach to media/press

5. Employees

- 5a. Working conditions, working environment, Recruiting
- 5b. Occupational safety, labour protection, Emergency Prevention, Hazardous Substances
- 5c. Workplace equipment, technical security
- 5d. Complaints, hints, suggestions for improvement

6. Corporate Social Responsibility (CSR)

7. Implementation

8. International agreements, export and economic sanctions and recommendations

1. General behaviour

1a. Law-abiding conduct

Observance and compliance with laws, regulations and legal standards is taken for granted within the MÜLLER TEXTIL Group. All employees globally observe our Code of Conduct and the regulations of that legal system in which they act. Unlawful behaviour has to be avoided at any case, especially, violations which are prosecuted by imprisonment, fines or penalties. The same applies to the use of private or public security forces policy. Control and protection must be within the scope of the respective legislation. In a case of violation every employee has to face disciplinary measures due to the breach of his/her employment duties, regardless of possible legal sanctions.

1b. Responsibility of employees in external relationship

The public image of the MÜLLER TEXTIL Group is essentially shaped by the behaviour, actions and conduct of the employees. Inappropriate behaviour bears the risk of causing an economic damage to the company or a loss of confidence (already of the inappropriate behaviour of an individual). Everybody is asked to avoid these kinds of risks and to represent the MÜLLER TEXTIL Group in an appropriate way as well as to align his/her behaviour to our Code of Conduct.

1c. Social interaction, avoidance of discrimination

The social interaction is characterised by respect, honesty and fairness. We are reliable and binding partners and only make promises which can be fulfilled. We respect the dignity, the personal rights and the private sphere of each individual. We work on the same level with different nationalities, cultures, religions and promote diversity, equity and inclusion. We appreciate women and men, whether they are old or young, equally. We do not discriminate or disadvantage anybody for reasons of their race or ethnic origin, sex, religion or ideology, a disability, the age or sexual identity.

2. Dealing with business partners and third parties

2a. Corruption, bribery, extortion and Financial responsibility

All employees are strictly prohibited from enjoying advantages for the MÜLLER TEXTIL Group or for him-/herself by corruption, bribery or extortion. A behaviour of this kind will not be tolerated. Each employee is aware of his or her financial responsibility. Illegal/forced appropriation of land, forest and water rights as well as forced eviction for the benefit of Müller Textiles will not tolerated!

2b. Competition and antitrust law and the Export controls and economic sanctions

Only fair competition behaviour enjoys the right to a free development and a promotion of the market economy. Also here, integrity in cases of competition for customers and market shares is valid. All employees are tied to the observance of rules in a fair competition for customers and market shares. In some individual cases the antitrust evaluation of behaviour is difficult. Nevertheless, there are clear behaviour rules, for example, it is forbidden that an employee coordinates prices and capacities with competitors. Agreements with competitors about competition waivers, submission of sham offers in cases of tenders or about allocations of customers, areas or product lines are also inadmissible. Employees are not allowed to influence resale prices, import or export towards customers.

2c. Award of contracts

With respect to the award of contracts candidates can trust in a fair and unbiased examination of the offer.

If employees should have personal interests in connection with the award in their position as placer, they will immediately inform his/her executive so that they can decide and monitor the way to a neutral award of a contract.

2d. Offering and granting of benefits

We receive orders because we convince our customers by innovative products, quality, service, or price.

It is not allowed that any employee offers or grants unjustified advantages in connection with economic activity, neither as payment nor as form of other performances.

Promotional gifts for employees of business partners have to be adequate and correct. The allocation of promotional gifts has to be transparent and justified in the company.

2e. Invitations, presents and personal enrichment

Invitations of business partners may only be accepted if occasion and scope of the invitation are appropriate. The acceptance of an invitation has to be adjusted with the management.

Presents of business partners may only be accepted if they are of a small value or are unimportant occasional gifts. Everything beyond has to be rejected, respectively, an executive has to be informed.

No employee is allowed to use one's position to enrich oneself or to provide oneself personal advantages in connection with the business activity.

2f. Donations

As part of social commitment MÜLLER TEXTIL Group grants donations of money and goods for education, sciences, the art, and cultural affairs as well as for social concerns. The award of donations is performed by the release of the local management. Donations to individuals, to groups/organisations that could damage the company's reputation are not carried out. Donations should be tax-deductible and are not allowed to be transferred to private accounts. Donation-like payments or grants are forbidden.

3. Avoidance of conflicts of interest

All employees should extensively concentrate on their activity in favour of the MÜLLER TEXTIL Group. Conflicts of interest or loyalty can occur when an employee works for or has a share in a further company.

3a. Non-competition

A simultaneous activity for a company or the operation of a company, respectively, a participation in a company being in direct or indirect competition to MÜLLER TEXTIL is not allowed.

3b. Secondary employment

Taking up a secondary activity for a consideration or an allowance has previously to be indicated to the relevant management in a written form and requires a prior written authorisation.

4. Handling of information/protection of business assets

4a. Records and reports

Transparent and cooperative partnership requires a truthful communication and the naming of the essential facts. That is not only valid in the internal relationship but also in the external one. All records which are passed on have to be correct, true and complete. That applies to written data and information as well as system collected ones. Those include indications of employees on their own account, for example, expense reports.

4b. Secrecy

The duty of confidentiality about all business concerns coming to their knowledge in the scope of or by reason of their activity at the MÜLLER TEXTIL GROUP is valid for our employees, also after having left the employment relationship. The duty of confidentiality extends to concerns of other companies with which the MÜLLER TEXTIL Group is connected in an economical and organisational way. The duty of confidentiality has not only to be maintained towards external persons but also towards other employees of the employer not being concerned directly with the relevant facts.

The employees are obliged not to use or to pass on trade secrets coming to be known during their activity after having left the company.

4c. Data protection and data security

The globally electronic information exchange, dialogue and electronic business processing are contemporary and necessary for the maintenance of the business activity of a company. Possible precaution for the protection of the security of data and trade secrets as well as of protection of personality are an important part of the IT management, the management tasks and, furthermore, the behaviour of every individual.

Personal related data may only be collected, processed and used if it is necessary. There is always a high standard with regard to data quality and technical safeguards against unauthorised access.

4d. Protection of know-how/intellectual property and the prevention of counterfeiting

The economic success of the MÜLLER TEXTIL Group essentially bases on the know-how and the innovation leadership of the lines of business. Therefore, all employees are obliged to protect this know-how against an access of a third party and to refrain from any behaviour which could jeopardise the innovation leadership or the economic interest of the company.

The protection of our ideas, our developments and our know-how are of an essentially economic importance. All products of mental work regardless of their commercial value are called protected intellectual property. Especially our development, development experiments, test evaluations, and our trademarks and patents rights which we protect as trade secrets belong to this category.

4e. Approach to media/press

A transparent, dialogue-oriented information of the public including media strengthens the worldwide image of the MÜLLER TEXTIL Group. Official press releases, comments or statements in social networks may only be performed after consultation with the local responsible persons.

5. Employees

5a. Working conditions, working environment, recruiting

The working conditions, environments, hours of our employees and salaries/benefits correspond to a health-oriented design in consideration of the relevant valid laws and regulations of the local sites. The rejection of "modern slavery and ethical recruitment" is a matter of course for the Müller Textil Group!

5b. Occupational safety, labour protection, Emergency prevention, hazardous substances

The observance of the accident prevention rules, the accident management, the fire protection regulations, the industrial safety measures, Emergency services and the safety at work are granted by the relevant local management with support of agents and employees. The handling of hazardous substances / chemical substances is subject to occupational safety management and must comply with the respective legal requirements.

5c. Workplace equipment, technical security

The workplace equipment orients itself to ergonomic and technical requirements as well as to process workflows. The technical equipment and the machines are checked in regular intervals.

5d. Complaints, hints, suggestions for improvement

All employees are allowed to submit a personal complaint towards their executive, the personnel management or other designated persons or employee representatives or may indicate to circumstances which imply to a violation of the Code of Conduct. The complaint/reference will be thoroughly checked and, if necessary, corresponding measures will be performed. The affairs will be treated confidentially. (Whistle-blower - Protection)

6. Corporate Social Responsibility (CSR)

Sustainability means to assume responsibility for the employees, for the environment and for the society. We would like to utilize our environment and our resources carefully and sparingly and continuously rethink and optimise the sustainability in our actions. This is especially valid for the development and the use of new applications and manufacturing technologies.

7. Implementation

The executives and the management promote the communication of the Code of Conduct and take care of the implementation within the MÜLLER TEXTIL Group. They take their role model function and live the rules of conduct together with the employees in the daily business.

8. International agreements, Export and economic sanctions and recommendations

In addition to the particular state laws and regulations there is a series of agreements and recommendations of international organisations. They serve as guidelines for the member states. The MÜLLER TEXTIL Group, no matter in which country or on which continent, observes these agreements and expects the same of their suppliers, customers and business partners.

In the following the most important agreements of this kind can be found (Global Compact Principles):

- Universal Declaration of Human Rights (UN Human Rights Charter), December 1948
- United Global Compact of the UNO, January 1999
- „Convention for the Protection of Human Rights and Fundamental Freedoms“, November 1950
- Tripartite Declaration of Principles of the ILO (International Labour Organisation concerning Multinational Enterprises and Social Policy), November 1977
ILO Declaration of Fundamental Principles and Rights at Work (especially abolition of child labour, abolition of forced labour, ban on discrimination, freedom of association and right on collective bargaining)
- OECD (Organisation for Economic Cooperation and Development), Guidelines for Enterprises, 2000
- Agenda 21, for sustainable development (final document of the basic UN-conference on environment and development), Rio de Janeiro, 1992