

## General Business Ethics

As internationally acting enterprise Müller Textil continuously strives towards an improvement of its activities in this global environment which is affected by a strong competition and we always want to observe the highest standards of conduct and ethics.

This intention is summarised by our value statement:

### **„We act with integrity and honesty.“**

To behave with integrity and honesty is the highest responsibility for every employee of Müller Textil all over the world! This behaviour must be lived and secured by every manager of the MT group in an active way.

We also expect from our suppliers, customers and other persons who stand in business relationship with us that they align themselves to the merits and standards deriving from this value statement.

The managing partners Mr. Frank Müller and Mr. Stefan Müller regard these highest demands as indispensable for acting in each of the functional levels of their organization.

On the following pages you are informed about situations in which it will be indispensable to meet the right decision if you are confronted with an ethical or compliance problem:

1. Accuracy of books and documents of the company
2. Behaviour at the working place
3. Bribery and unfair business practices
4. Confidential information
5. Fair trade and fair competition
6. Health, Security and environment

We perform our business activities ethically and in a way which is conforming to the law.

Our common target is to develop integrity and honesty to an even bigger matter of course at Müller Textil.



Frank Müller  
CEO MTGroup



Stefan Müller  
CEO MTGroup




Alexander Jones  
Chief Sales Officer MTGroup



Jan Tomko  
Managing Director  
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Managing Director  
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You Lu  
Managing Director  
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Managing Director  
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## **Re 1. Accuracy of books and documents of the company**

### **Summary of the company principles**

Within the organization there must not exist intentionally faulty documents or recordings. The company must act on the assumption that the information in their books and documents including financial and other business papers as well as personnel related forms being filled out by the staff (female and male) are exact, in time and complete.

## **Re 2. Behaviour at the working place**

### **Summary of the company principles**

The tenor of the company consists in the fact that all employees (female and male) should treat their female and male colleagues with respect. The company does not practise any discrimination or nuisance and does also not tolerate such a behaviour of their female and male employees. Reprisals against a female or male employee who reports about a known or assumed discrimination or nuisance are prohibited in any form. Discrimination basically consists in a treatment of a person in a better or a more unfavourable way than this were normally the case in relation to her / his employment (including recruitment, employment, training, reimbursement, and advancement) due to her / his race, sex, colour of the skin, religion, family background, age, sexual orientation, disability, or other personal characteristics not being related to work. In principle, nuisance is any kind of behaviour which refers to race, sex, colour of the skin, religion, family background, age, sexual orientation, disability, or other personal characteristics not being related to work and which creates an intimidating, hostile and displeasing work atmosphere or which affects the work performance of a female or male employee. Nuisance can exist in many forms covering displeasing remarks, undesired sexually motivated approaches, jokes, or other verbal, graphical or physical utterances establishing an intimidating, hostile and displeasing work atmosphere.

## **Re 3. Bribery and unfair business practices**

### **Summary of the company principles**

The company does not perform bribery or unfair business practices. Bribery takes place when customers or suppliers (or their representatives) receive or give personal payments, corrupt money or slush funds with which they expect or aim at business conditions being more favourable than those existing during a normal course of a business.

## Re 4. Confidential information

### Summary of the company principles

The company requests that you treat the confidential information of the organization in a confidential way. Confidential information covers:

- non-public information with which you are acquainted due to your position in the company and which could be useful for the competitor or harmful for the company in a case of a disclosure as well as
- non-public and individual-related documents which you obtain from other female or male employees, customers or consumers.

If you are legally bound with relation to confidential information by a former employer at the time of entry in our company we expect that you do not use or disclose this information for our company in the course of your activities. In a similar way, the company expects that leaving female or male employees do not disclose confidential information of the company after they had left the organization.

## Re 5. Fair trade and fair competition

### Customer:

### Summary of the company principles

The company treats all customers equally and does not give an unfair advantage over a competitive customer. The company does not discriminate against customers due to their size, type, sales channel, or business strategy.

### What are examples for problematic situations?

- A female or male employee pressurises a customer in order to ensure her or his approval to resell a product of the company only for a certain price or with a specific profit margin.
- A female or male employee stops the sales to a customer as other customers complained about its trade prices.
- A female or male employee allows marketing benefits to a customer but does not offer these to a similar situated competitor of the customer.

## Suppliers:

### **Summary of the company principles**

The company enables its suppliers to compete for commercial operations with each other in a fair way due to the total value offered to the company in the relevant opportunity.

### **What are examples for problematic situations?**

- A supplier asks a female or male employee to buy goods at his organization because the female or male employee knows the representative of this supplier personally. So she or he decides to purchase at this supplier.
- A female or male employee prepares criteria for suppliers which can only be fulfilled by a certain supplier who offered her or him tickets for sport events, expensive meals or extravagant excursions.
- A female or male employee expects from a supplier that its company regularly donates for a local charity campaign in which she or he is significantly involved.
- A female or male employee asks a supplier to adapt its prices to those which the company actually pays to another company for a product or a service. Subsequently, she or he informs the potential supplier about confidential details of the current agreement.

## **Re 6. Health, security and environment**

### **Summary of the company principles**

- When used as intended our products are safe for the consumers.
- The company tries to guarantee that the worldwide Müller Textil locations are certified according to the international environmental standard, ISO 14001.
- The company tries to warrant that the worldwide Müller Textil locations are certified according to the international „Quality Standard IATF16949“.
- With reference to occupational safety the company fulfils all requirements referring to country specific applicable law or regulatory requests or the company goes beyond them.