

## **Quality Policy**

#### 1. Customer focus

Our annually set objectives have the aim of understanding and meeting the requirements of present and future customers. We continually strive to exceed customer expectations and thus to improve our market position. Furthermore, we are committed to a target of 0-errors.

#### 2. Leadership

Management provides a framework for the specification and evaluation of quality-related objectives and targets and for the achievement of continuous improvement of quality figures. This also includes the provision of necessary resources.

#### 3. Involvement of Personal

We promote quality knowledge and quality awareness among our staff at all levels through constant education and training. All employees are a part of our continuous improvement.

#### 4. Process orientation

We lead and direct our organization in a process-oriented manner, i.e. from customer to customer.

### 5. System Orientation

We consider process-oriented management to be an important component of our corporate leadership and we ensure that this is implemented across all functions and at all levels into concrete targets and rules of conduct.

### 6. Continuous improvement

We consider measures for continuous improvement as our constant goal, leading to further development.

## 7. Evidence-based approach

By conducting regular audits of our management system, we check whether the prescribed requirements are fulfilled. In cases of detected deviation corrective measures are initiated. This also includes regular monitoring of the most important tasks for meeting quality, cost and delivery requirements.

### 8. Relations with suppliers

We consider our suppliers as partners and work together with them for continuous improvements in quality, cost and delivery performance.



# **Environmental policy**

Active environmental protection is an important part of our corporate guidelines and our business, which we implement by

- 1. consistent observation of location-relevant regulatory environmental protection obligations,
- 2. through the involvement of our employees, customers and suppliers in the process of continual improvement,
- **3.** actively promoting awareness of environmental concerns as they relate to all products among our customers and suppliers,
- **4.** assessment, documentation and maintenance of products, processes and procedures in terms of environmental risk in the planning stages and in existing workplaces, as well as guiding
  - identification and assessment of environmental aspects,
  - conducting of risk analyzes
  - objectives, programs and measures

to protect our employees and the environment, while ensuring economic viability.

Here, we prioritize considered usage of

- energy and other resources,
- replacement of hazardous substances trough substitution

as well as preventive emergency measures and safety precautions.

**5.** informing interested parties and temporary on-site staff of the environmental policy and including them in our environmental management.



## Sustainability / Code of Conduct

Legal requirements and ethical and moral principles are the cornerstone of our corporate culture.

This code of behavior not only ensures legal compliance, but also promotes the sense of responsibility of each employee.

- 1. The Subtil group undertakes to comply with the relevant laws of the applicable legal system.
- **2.** The management does not tolerate any form of corruption or bribery, including any kind of illegal offer of payment or other attempts to influence decision-making processes.
- 3. We respect the dignity and privacy rights of our employees and third parties with whom we conduct business. We are an equal opportunity employer and aim to promote a respectful and tolerant work environment where all employees treat each other with courtesy, honesty and dignity. Harassment, bullying and intimidation are prohibited.
  - Personnel-related decisions, e.g. appointment or promotion, must be free from any discrimination. We will not tolerate discriminatory attitudes toward employees or applicants for reasons of ethnicity, nationality, gender, marital status, age, disability, religion or belief, sexual orientation or for any other reason as covered by the Discrimination Act. We adhere to the statutory provisions on securing of fair working conditions, including remuneration, working hours and the protection of privacy.
- **4.** We undertake to employ no person who cannot demonstrate a minimum age of 15 years. We reject forced labor and all forms of exploitation and ensure strict compliance with the relevant laws.
- 5. We assume responsibility for the health and safety of our employees, risk minimization and the undertaking of the best possible precautionary measures against injuries and occupational diseases. We train our staff and establish and apply an appropriate occupational safety management policy.
- **6.** We undertake to appropriately promote compliance with this Code of Conduct among our suppliers and apply the principles of non-discrimination in the selection of and dealings with suppliers.