

Code of conduct

General information:

Our code of conduct defines the standards and forms the basis of our behaviour. It is to be regarded as our way of expressing and ensuring mutual respect, honesty and fairness in our dealings towards our employees, business partners and suppliers.

Compliance with legal regulations - being honest and fair:

We the employees of PMA/TOOLS AG and their subsidiaries will comply with all current and relevant employment and legal regulations and our actions will be guided by honesty and fairness. Under no circumstances will any employee, regardless of their position, be allowed to use their position for personal gain or financial benefit.

Employees, business partners, suppliers etc. are prohibited from indulging in any practices which are deemed as harmful, corrupt and or contrary to those country laws in which we are trading.

Our manners, behaviour and actions both determine and form the reputation of our company and we shall respect the cultural norms of each country in which we do business. The requirements of all those that we engage with, will be taken seriously and as we undertake transactions within global markets, we will observe and respect those laws governing competition in each different country, such as Antitrust laws etc.

In our everyday interactions with each other, we shall strive to sustain a corporate culture marked by openness, honesty, respect and tolerance to all and we will respect each other's individuality and human dignity.

All company decisions are to be made free of any conflict of interest and must be based on clear business objectives that support commercial success.

To retain impartiality and integrity, it is not permitted to request or accept from business partners, customers or suppliers, any gifts (financial or otherwise, which includes courtesies, personal services, or favours) that may affect or conflict with objective and fair decision making abilities. It is also prohibited to offer, promise or grant any business partners and or officials, direct or indirect unfair advantage over others.

Dealing with company assets responsibly:

It is every employee's responsibility to ensure that they treat all company property (e.g. furnishings, facilities, company vehicles, equipment, stock, computers and accessories etc.) responsibly wherever possible, protecting them from loss, misuse, damage, theft or destruction. The same applies to company intellectual property such as brands, patents, copyrights and know-how.

Obligation to maintain confidentiality and secrecy:

All employees are required to abide by a code of confidentiality regarding the divulging of any company information, whether sensitive or otherwise and must seek the express written authority from a Board Member, before any such information may be released to any third party.

The company will also ensure that all employee information, customer and supplier details and any other stakeholder information, is treated with the strictest of confidence.

Willich, 13 March 2013



Uwe Kremer
Chairman of the board

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