

Code of Conduct

行为准则

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PÖPPELMANN

Preamble | 序言

The Pöppelmann Corporate Groupe – Your reliable partner

波佩曼集团 · 您可信赖的合作伙伴

Since 1949, the family-owned company of Pöppelmann, with its five production sites and 665 injection molding machines and thermoforming lines and extruders, has grown into a leading manufacturer in the plastics processing industry. In more than 90 countries people value the quality we offer, "made by Pöppelmann", which is driven by our more than 2,000 highly qualified employees – our "Pöppelmen and Pöppelwomen".

Driven by the motto **"We do it. Better."**, we are fully committed to face all challenges that are driven by our customers and business partners from a wide range of industry sectors with our four areas of operation TEKU®, K-TECH®, KAPSTO® and FAMAC®.

'We' in "We do it. Better." stands for all of us – all employees, the management team and the executive board – today and in the future.

Our daily business is aligned with our integrated management system, **PPX**. **PPX** determines our conduct; internally to the same extent as externally with respect to our business partners and the public.

Thereby we align ourselves to the following four **PPX** principles:

自1949年以来，家族企业Pöppelmann已发展成为塑料加工行业的领先制造商，现拥有五个生产基地和665台/条注塑机、热成型生产线和挤出机。我们的客户遍布90多个国家，高度认可“Pöppelmann制造”的品质。我们的成功归功于2,000多名高素质员工 - “Pöppelmen和Pöppelwomen”努力的成果。

在我们座右铭“我们倾力投入，尽善尽美”的鞭策下，我们致力于应对由我们的客户和业务合作伙伴推动的所有挑战，这些客户和业务合作伙伴来自不同的行业领域，也包括我们的四个运营事业部：TEKU®, K-TECH®, KAPSTO® 和 FAMAC®。

“我们倾力投入，尽善尽美”中的“我们”，代表我们所有人——所有员工、管理团队和董事会——今天和未来。

我们的日常业务与我们的综合管理系统**PPX**是一致的。**PPX**决定了我们的行为。对内，和我们对外部的商业伙伴和公众方是一样的。因此，我们遵循以下四个**PPX**原则：



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1. We create added value for our **customers**.

What is our stance and position:

Uncompromising customer orientation:

Our thoughts and actions are oriented to our customers. We regard their challenges and needs to be our own. In all areas and in all processes.

Partnership:

We are not looking for short-term business, but a long-term partnership that is profitable for both parties.

Enthusiasm:

We are not satisfied with merely fulfilling the minimum requirements of our customers. We want to exceed their expectations and become our customer's favorite partner, who the customer is willing to recommend to other organizations.

2. We are successful through our **employees**.

We strive this every day.

Result orientation:

We agree on targets and then give our employees freedom and room to act, without micro-management from above.

Management:

We understand management to be serving and facilitating, not controlling. We lead with a **vision**. We have an objective, we know our strategy and then break this down into our areas.

Appreciation:

As well as clarity about the matter in hand, an extremely high degree of appreciation when dealing with each other is an absolute must for all of us. In every situation, without exception, both internally and externally.

1. 为我们的**客户**创造附加值。

是我们的态度和立场:

不妥协的客户导向：

我们的考虑和行动都是以客户为导向的。我们尊重在所有领域和所有过程中来自客户的挑战，并转变为我们自己的挑战。

合作伙伴关系：

我们不是在寻找短期业务，而是一种对双方都有利的长期合作伙伴关系。

热情：

我们不满足于仅仅满足客户的最低要求。我们想要超越他们的期望，成为客户最喜欢的且愿意推荐给其他用户的合作伙伴。

2. 我们依靠**员工**取得成功。

我们每天都为此奋斗。

结果导向：

我们在目标上达成一致，然后给予员工行动的自由和空间，而不是自上而下的微观管理。

管理：

我们理解管理是服务和推进，而不是控制。我们以**愿景**为引领。我们有一个目标，我们知道我们的战略，然后把它分解到我们的领域。

欣赏：

除了把手头的事情弄清楚之外，我们所有人都必须对彼此进行高度的欣赏。在任何情况下，内部和外部都不例外。



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3. We actively **shape** our future with creativity and innovation.

Change as an opportunity:

The status quo is always only the second-best solution.

1% better every day:

Continuous small improvements have an enormous effect in total.

Focus:

We always concentrate our energy on a few important problems or potentials. Thereby, we can devote our undivided attention to these.

4. We achieve outstanding sustainable **results**.

Get to the heart of the matter:

Result orientation:

We measure our actions by the result: "What was the outcome?"

Targets:

We set ourselves ambitious but realistic targets.

Key figures:

We measure and control whether we achieve our targets and the measures that are required by means of clear and transparent key figures.

All companies of the Pöppelmann corporate group are explicitly committed to their corporate social responsibilities during their business activities.

This code of conduct describes how we – the executive board, management team and all employees – want to provide our adherence to global demands regarding ethical and moral conduct, as well as proper compliance with competition and antitrust regulations. This also includes the facilitation of fair and sustainable standards in doing business with our suppliers and customers, as well as all members of the group.


Norbert Nobbe


Matthias Lesch


Henk Gövert

3. 我们积极创新，积极**开创**未来。

将改变视为机遇：

维持现状永远只是次优解决方案。

每天进步1%：

持续的小进步的积累总能产生巨大的效果。

专注度：

我们总是把精力集中在一些重要的问题或潜力上，因此，我们可以全身心地投入到这些事情中去。

4. 我们取得了卓越的可持续的**成果**。

抓住问题的核心：

结果导向：

我们用结果来衡量我们的行为：“结果是什么？”

目标：

我们给自己设定了雄心勃勃的但现实的目标。

关键数字：

我们通过清晰透明的关键数字来衡量和控制我们是否达到了目标和所需的措施。

波佩曼集团下的所有公司在其商业活动中都明确承诺履行其企业社会责任。

本行为准则描述了我们——执行董事会、管理团队和所有员工——希望如何满足全球对道德和道德行为的要求，以及适当遵守竞争和反垄断法规。这还包括在与我们的供应商和客户以及集团所有成员间开展业务时，促进公平和可持续的标准。



PÖPPELMANN

General rules | 总则

Scope of application

This code of conduct summarizes the basic rules and principles that are important to us in one document. It applies to all the companies in our globally active corporate group, and in equally to the executive board, management team and each individual employee.

Compliance with laws, regulations and ethical practices

We comply with applicable laws and regulations of the countries in which we operate. The security and legitimacy of our actions, our products and our processes are always presupposed and not negotiable.

In our day-to-day actions, we are guided by universally valid ethical values and principles, integrity, honesty and human dignity.

Business secrets and confidential information

We treat business secrets confidentially and take the necessary steps to protect confidential information of our business partners against access and insight by unaffiliated colleagues and other third parties in an appropriate manner.

Global guidelines

Our corporate group follows the United Nations Universal Declaration of Human Rights and the core labor standards of the International Labor Organization (ILO). Therefore, the following principles apply in particular:

Basic rules

At all times, all company members and business partners must be treated with dignity and respect. Our daily activities as a global business enterprise are always in accordance with the applicable national and international standards and in compliance with internationally recognized human rights¹.

适用范围

本行为守则总结概述了对我们重要的基本规则和原则。它适用于我们在全球活跃的企业集团中的所有公司，同样适用于执行董事会、管理团队和每位员工。

遵守法律、法规和道德规范

我们遵守所在国家的相关法律法规。我们的行为、产品和流程的安全性与合法性始终是预先设定的，不可谈判。

在我们的日常行为中，我们以普遍有效的道德价值、原则、正直、诚实和人格为指导。

商业秘密和机密信息

我们以保密的态度对待商业秘密，并采取必要的措施，以适当的方式保护我们的商业伙伴的机密信息不被非关联的同事和其他第三方获取和洞察。

全球指导方针

我们集团遵循《联合国世界人权宣言》和国际劳工组织(ILO)的核心劳工标准。因此，下列原则尤其适用：

基本原则

在任何时候，所有公司成员和商业伙伴都必须有尊严的受到尊重。作为一家全球企业，我们的日常活动始终符合适用的国家和国际标准，并符合国际公认的人权。

¹ Universal Declaration of Human Rights – UN Doc. 217, also referred to as the UN Human Rights Charter
1 世界人权宣言—参考联合国文件217《联合国人权宪章》



General rules | 总则

Child labor

We reject child labor and any kind of exploitation of children and adolescents and strictly adhere to the relevant laws.

Forced labor

We reject any form or similar conditions of forced labor. Employees must not be forced to work either directly or indirectly by force or intimidation².

Appropriate compensation

All employees should receive a fair salary for a full-time job that is at least sufficient to meet the basic needs. This must be paid out in a practical manner (cash, check, bank transfer) and a salary statement to an appropriate extent³.

Working hours

Working hours comply with applicable national legislation, industry standards or the relevant ILO conventions⁴.

Occupational health and safety

National and international regulations for the safeguarding of health and safety at the workplace are respected. Appropriate systems are to be developed and set up to avoid risks to health and safety⁵.

Ethical and social principles

A culture of equal opportunity, mutual trust and respect is very important to us. Therefore, we pay attention to compliance with the following principles:

²Cf. ILO conventions 29 and 105

²参考国际劳工组织第29号和105号公约

³Cf. ILO conventions 26 and 131

³参考国际劳工组织第26号和131号公约

⁴Cf. ILO conventions 1 and 14

⁴参考国际劳工组织第1号和14号公约

⁵Cf. ILO convention 155

⁵参考国际劳工组织第155号公约

童工

我们反对使用童工和任何形式的剥削儿童和青少年的行为，并严格遵守有关法律。

强迫劳动

我们拒绝任何形式的或类似条件下的强迫劳动。不得直接或间接地以武力或恐吓的方式强迫雇员工作²。

恰当的报酬

所有全职工作的员工都应该得到一个公平的，至少是足够满足基本需求的工资，且必须以实际的方式支付(如现金、支票、银行转账)，并在适当的范围内提供工资表³。

商业秘密和机密信息

我们以保密的态度对待商业秘密，并采取必要的措施，以适当的方式保护我们的商业伙伴的机密信息不被非关联的同事和其他第三方获取和洞察⁴。

职业健康及安全

尊重国家和国际关于保障工作场所健康和安全的条例。应制定和建立适当的制度，以避免健康和安全方面的风险⁵。

道德及社会规范

机会平等、相互信任尊重的文化对我们非常重要。因此，我们应注意遵循以下原则:



Non-Discrimination

We treat all employees equally regardless of gender, age, skin color, culture, ethnicity, sexual identity, disability, religion or belief. We promote equal opportunities and prevent discrimination in the recruitment of people, as well as in the promotion of people and in the granting of education and training to people.

Harassment

No employee is subjected to corporal punishment or any other physical, sexual, psychological or verbal harassment or abuse in our corporate group of companies.

Freedom of speech

The basis for mutual trust and cooperative cooperation is an open and constructive dialogue characterized by mutual respect. Therefore, the right to freedom of expression and opinion is guaranteed.

Privacy

Privacy is respected.

Sustainable environmental and climate protection

Sustainable environmental and climate protection as well as resource efficiency are important corporate goals for us. Both in the development of new products and in the operation of production equipment, we make sure that all the resulting effects on the environment and climate are kept as low as possible and that our products make a positive contribution to environmental and climate protection.

Each employee is responsible for treating the natural resources with care and contributing to the protection of the environment and the climate through their individual behavior.

非歧视性原则

我们对所有员工一视同仁，不分性别、年龄、肤色、文化、种族、性认同、残疾、宗教或信仰。我们促进机会平等，防止在人员招聘、人员晋升和人员教育、培训方面出现歧视。

骚扰

在公司集团内，任何员工均不得受到体罚或任何其他身体、性、心理或言语上的骚扰或虐待。

言论自由

相互信任与协力合作的基础是以相互尊重为特征的开放的建设性对话。因此，言论和意见自由的权利须得到保障。

隐私

个人隐私须得到尊重。

可持续的环境和气候保护

可持续的环境和气候保护以及资源再利用是我们公司的重要目标。无论是在新产品的开发，还是在生产设备的运行中，我们都要确保对环境和气候的影响尽可能低，为保护环境和气候做出积极的贡献。

每一位员工都有责任通过自己的行为谨慎对待自然资源，为保护环境和气候做出贡献。



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Compliance with the code of conduct

Our executive board and management team have a special role model and can be measured in their actions to an extent to the Code of Conduct. They are the first point of contact for questions regarding the understanding of the regulations, and ensure that all employees know and understand the Code of Conduct. As part of their leadership role, they prevent unacceptable behavior or take appropriate measures to prevent breaches of the rules in their area of responsibility.

Violations will be prosecuted evenly and consistently. Every employee working in the Pöppelmann group, as well as every customer, supplier, service provider or external stakeholder has the right to draw attention to possible violations of this Code of Conduct and can use the following ways:

a. Via email to

compliance@poeppelelmann.com

b. Written (also anonymous) by mail or via the internal mailboxes (such as the „Idea Box“) to the Compliance Officer of the Pöppelmann Group, Mr. Jürgen Nordlohne

c. By telephone to the compliance officer, Mr. Jürgen Nordlohne +49 (0)4442 982-1735

d. Indirectly (also anonymously) through a person of trust (such as the works council)

This Code of Conduct is kept up-to-date and updated as necessary.

遵守行为准则

我们的执行董事会和管理团队有一个特殊的角色，可以在一定程度上衡量他们的行为准则。他们是了解规章制度的第一个联系人，并确保所有员工都了解和理解行为准则。作为其领导作用的一部分，他们防止不可接受的行为或采取适当措施防止在其责任范围内违反规则。

违例者将一贯地、公平地受到起诉。在波佩曼集团工作的每一名员工，以及每一名客户、供应商、服务供应商或外部利益相关者，均有权提请注意可能违反本行为准则的行为，可通过以下方式：

a. 发邮件到邮箱

compliance@poeppelelmann.com

b. 通过匿名邮件或内部邮箱(如“创意箱”)写信给波佩曼集团合规官Jürgen Nordlohne先生。

c. 致电合规官Jürgen Nordlohne先生+49 (0) 4442 982-1735

d. 间接地(亦以匿名方式) 透过可托付人(例如工会)

本行为守则将持续保持更新。



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