

# Code of Conduct at SynFlex



## **Preamble**

SynFlex Elektro Service GmbH is a medium size family business. Independence, sustainable economy and legally or ethically impeccable conduct are the cornerstones of our company's success. We refrain from any illegal action and observe relevant legislation.

Against this background in particular, SynFlex stands by the following principles of conduct that apply to and must be observed in all areas of contact and interaction with employees, customers, suppliers or other third parties.





## I. Code of Conduct

### 1. Observance of basic rights and human rights

We avow ourselves to basic and human rights. We do not accept any discrimination for the reason of race, ethnic origin, gender, religion or philosophy, disability, age or sexual identity.

### 2. Ban of compulsory labour and physical punishment

We refuse any form of compulsory labour and physical punishment. All employees work voluntarily and under no compulsion.

### 3. Minimum wage and working time

We observe relevant valid standards with respect to remuneration and working time.

### 4. Ban of child labour

We observe valid legislation in the respective country with respect to minimum age of employees.

### 5. Work safety

We protect our employees actively against work-related danger and observe the labour protection law as well as the directives of professional associations.

## 6. Freedom of association

We refrain from any action which limit or impede the right to form association.

## 7. Ban of corruption

We categorically decline any form of corruption. We neither accept any unlawful benefit nor do we offer such benefit to any third parties.

## 8. Freedom of competition

We are committed to freedom of competition and decline any impediment of free competition as well as unlawful competitive arrangements.

## 9. Environmental protection

We strictly observe applicable law with respect to environmental protection and treat natural resources in a responsible manner.

## 10. Social responsibility

We are aware of our social responsibilities as a company and employer, hence we support social projects.

## **II. Implementation**

SynFlex informs and sensitizes all employees about these principles of conduct and publishes them in appropriate places in the company. All persons acting on behalf of SynFlex are obliged to comply with these principles of conduct towards customers, authorities, colleagues and other third parties.

We also understand compliance with the SynFlex Code of Conduct as minimum requirements for all our business partners. In relation to its suppliers, consultants and other contractors, SynFlex will refer to the contents of this Code of Conduct and oblige them to observe them within the scope of possibilities. Standards of third parties with comparable content will be accepted.

### III. Policy of Escalation

Violations of this Code of Conduct will not be tolerated. Any person who has evidence of non-compliance with this Code of Conduct or has anything else to indicate in this regard is encouraged to report it by means of the procedure set out below.

Employees shall report incidents or suspected incidents as early as possible to their immediate executive manager or to any other head of department, the human resources department or the management. If the employee has concerns about reporting to the management, the Employee Circle of Trust is also available.

External persons can report events or corresponding suspected cases to the contact persons known to them or to the management at any time.

No-one must fear unfair treatment or consequences under labour law for making a justified report. SynFlex assures that such reports will not result in retaliatory action and will be treated confidentially. Violations of the above will not be tolerated.

Every indication is taken very seriously and clarified at the highest level. Violation of this Code of Conduct or any involvement in illegal activities may lead to legal consequences, in particular termination of the employment relationship.

Common Goal – Joint Progress:  
The Resource of Power.



Insulation Systems



SynFlex  
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Magnet Wires



Schwering & Hasse  
Elektrodraht GmbH

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Electric Insulation



IsoTek GmbH

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