

Code of Conduct of the company POLO Filter-Technik Bremen GmbH

This Code of Conduct formulates the values and principles of POLO Filter-Technik Bremen GmbH. From this, standards for ethical and responsible action can be derived, which apply to all employees, managers and the management of POLO, as well as business partners. Each individual is obliged to live up to the high expectations set.

Leadership and interaction with each other

In everyday working life, respect for colleagues, superiors and fellow human beings is the top priority in every situation. Each individual must therefore observe the following principles at all times:

1. Respectful interaction with each other must be observed at all levels and hierarchies by the Code of Conduct.
2. POLO shall not tolerate discrimination, in particular in compliance with legal requirements, on the grounds of racial or ethnic origin, sex, religion or belief, disability, age or sexual identity.
3. POLO also expects that every employee is treated fairly and not harassed, insulted or threatened. Discrimination will not be tolerated!

Handling of information, such as trade secrets and sensitive data

Internal company information, which constitutes trade secrets or sensitive data, must be treated as strictly confidential. They may only be disclosed to third parties if the persons also need them and are entitled to receive them. The contractual confidentiality obligations must be observed during and after termination of the employment relationship. Personal data will only be collected, processed and used for the specified legitimate purpose and only in accordance with applicable laws.

Dealing with third parties, such as business partners and the public

POLO expects all employees to behave responsibly, ethically and with integrity. POLO has traditionally maintained good relations with its business partners, which are based on a high level of quality of the products and services supplied, availability and competitive prices. This also includes maintaining contacts between POLO employees and customers and suppliers. POLO remains committed to working openly, with integrity and responsibly with public officials. POLO does not tolerate corruption, extortion or bribery.

Dealing with human rights and working conditions

POLO consistently adheres to the following requirements:

- We do not allow child labour
- POLO adheres to the applicable legal working time rules

- POLO prohibits forced labour and human trafficking. Nor do we work with companies that allow this.
- POLO of course allows freedom of association and collective bargaining according to the applicable laws
- POLO naturally adheres to the applicable rules of wage and social benefits

Dealing with human rights and working conditions

With regard to occupational safety, POLO takes the following measures:

- The valid fire protection measures are carried out regularly!
- The necessary emergency precautions are planned!
- Accident and fault management measures are planned!

Dealing with environmental sustainability

POLO reduces greenhouse gas emissions in daily use. We work in a resource-saving manner and avoid the waste of unnecessary resources in our daily workflow!

Achim, December 2021