

## 4. Company Policy

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Compliance with legal requirements and our own standards is the basis of the MEGATECH management system. The company policy is regularly reviewed, adapted to new developments and is available to interested parties on the intranet on request. MEGATECH thus pursues the goal of continuously improving its services and adapting them to market conditions.

Guidelines and corporate policy are available and binding for all employees of the MEGATECH Group on the intranet/sharepoint. Responsibility for quality, occupational health and safety, environment and energy apply to every individual as well as to various functions and organizational units.

Top management shall demonstrate leadership and commitment with respect to the occupational health and safety management system.

Managers are responsible for the implementation of corporate policy in their respective areas of application by identifying appropriate objectives and monitoring their achievement.

The MEGATECH Group takes care of the implementation of the MEGATECH production system, pursues a targeted market and product strategy and guarantees the Kaizen philosophy - the continuous improvement of processes in development and production. The strategy is based on cost-efficient innovations, high agility throughout the value chain and access to talented employees. New sources of growth are added value through additional components and new technologies, deepening of the product range with existing customers and opening growing markets.

## 4.1 Quality Policy

### **Customer orientation**

*The aim is to meet or exceed our customers' expectations - both externally and internally.*

The quality of our services and products is focused on high customer standards, both internal and external. Meeting these standards is decisive for the success of the company and thus for securing jobs.

Through focus on product and service quality, MEGATECH Group is aiming to offer superior value to its customers.

### **International standards**

*We meet quality requirements according to international standards.*

Our corporate guidelines and processes are based on international standards, customer requirements and our experience. Your knowledge and binding observance are the basis for our quality.

### **Staff responsibility**

*We are committed to quality and regard quality as a management task.*

Each employee of the MEGATECH Group contributes to the implementation of company goals and quality standards. The responsibility must be assumed by all levels, where each individual employee is responsible for the quality of his/her performance.

Adherence to quality objectives is an important management task, both in manufacturing and in central functions. All supervisors are responsible for training

employees for their specific tasks. Managers commit themselves to our quality guidelines and make them visible. They motivate employees to act in a quality-conscious manner, set goals and promote a zero-defect culture.

### **Requirements for suppliers**

*We set the same standards for our partners as we do for ourselves.*

MEGATECH Group offers its suppliers a fair, collaborative partnership. As suppliers significantly contribute to the quality of our products and services, we set the same quality standards as we do.

### **Kaizen – Continual improvement**

*We strive for continual improvement.*

Error prevention has priority over error correction. If, despite all preventive measures, errors occur, they must be eliminated permanently by methodical and systematic measures. Errors or deviations from specifications increase our costs and reduce our competitiveness. For us, quality means doing things right from the start.

## 4.2 Environment and Energy Policy

### **Regulatory compliance**

*We comply with all relevant legal requirements in the field of environmental protection and energy use.*

The active protection of our environment is an important aim of the MEGATECH Group. We make our contribution through development and production that protects the environment and guarantee safe use of resources. The basic precondition for this is compliance with all relevant legal regulations.

The company undertakes to fulfill ISO 14001 and ISO 50001 requirements.

Top management shall demonstrate leadership and commitment with respect to the environment management system and undertakes to continually improve the environment management system to reduce the negative impact on the environment.

### **Products and processes**

*We manufacture high-quality products with the highest possible resource efficiency.*

For all our products, we aim to use a minimum of energy and resources. Our goal is to avoid or reduce emissions and waste in all production processes. Our environmental and energy goals are supported using state-of-the-art technologies. On introducing new technologies and production processes, the environmental effects and energy consumption can be assessed right in the planning phase and reduced within the framework of what is technically and economically possible.

### **Procurement and logistics**

*We urge our business partners to act in an environmentally friendly manner.*

In the interests of integrated environmental protection, we procure raw materials and supplies in accordance with ecological criteria, wherever possible. Through continuous improvement of our procurement and delivery processes, as well as the optimization of factory traffic, we strive for a continuous reduction of the environmental impact. Our business partners are urged to follow our environmentally friendly processes and energy-saving measures.

### **Effectiveness control**

We monitor compliance with regulations and strive for continual improvement.

The goals and success of our environmental activities are regularly reviewed both internally and externally for their adequacy and effectiveness of the environment management system to enhance its performance.

By setting new, higher goals and implementing them, we achieve a continuous improvement of our environmental and energy management.

## 4.3 Occupational safety policy

### **Regulatory compliance**

*We consider all relevant occupational health and safety legislation.*

Relevant standards and principles are adopted based on ISO 45001. The health of our employees has top priority. The MEGATECH Group undertakes to comply with all relevant national laws and regulations on occupational health and safety at its sites. This requires trusting cooperation with authorities, institutions, and other qualified partners. Occupational health and safety are equally the responsibility of management boards, plant managers, managers, employees, and employee representatives. Detected hazards must be identified and immediately eliminated.

Top management takes overall responsibility for the prevention of industrial accidents and work – related health impairments.

### **Prevention in occupational health safety**

*We commit ourselves to active prevention in occupational health and safety.*

The company constantly enhances active involvement of all employees into OH&S management system and improves continually mechanisms, trainings, and resources necessary for their active participation in OH&S management system.

All staff members shall be aware that safe work without any hazards is positive not only for themselves but also contributes to the prosperity of the company, may thus have direct impact on security and stability of their workplaces.

Prevention and avoidance of industrial accidents and work-related health impairments are the highest priority for the MEGATECH Group. Experts in occupational health and safety are involved early in the planning of potentially hazardous operating procedures, to provide occupational health and safety for all employees.

### **Staff development**

*We encourage our employees to actively participate in the implementation of health and safety relevant measures.*

Employees are regularly, extensively trained, motivated, and supported to be able to carry out their tasks in the sense of occupational health and safety policy. We demand active participation in the implementation of safety-relevant measures.

## 4.4 Anti-corruption policy

The MEGATECH Group is committed to the highest standards of integrity, honesty and fairness and does not tolerate any form of bribery. This means that no employee, directly or indirectly, gives or accepts any items to which a value is to be attributed to obtain an inappropriate advantage or influence to maintain or continue a business.

## 4.5 Ethics – Escalation policy

We work with our colleagues, customers, regulators, suppliers, and other stakeholders with the highest level of ethics and integrity in accordance with our Code of Business Conduct and Ethics to grow, innovate and maintain a sustainable competitive advantage. We strive to create an environment that fosters values, that respect and reward ethical behaviour, as practiced by all members of our workforce to ensure that the dignity of everyone is respected. We expect everyone to comply with MEGATECH Group Code of Business Conduct and Ethics and applicable laws and regulations.

Offences are not tolerated and are subject to disciplinary measures up to and including termination.

Anyone who seeks advice in good faith, raises a concern or reports misconduct, does the right thing, and cannot be dismissed, suspended, threatened, harassed, or intimidated.