

Corporate policy of the Bertrandt Group

Mission Statement and Code of Conduct



Bertrandt's Mission Statement: Strength through networking

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The foundations have been laid. Our mission statement describes not only how we behave within the Bertrandt Group but also our approach to our customers and shareholders. Commitment and trust are values that we put into practice every day.

DIETMAR BICHLER, Chairman of the Supervisory Board of Bertrandt AG

STRATEGY: COMPREHENSIVE LOCAL SOLUTIONS

Sustainable, profitable growth and positive financial results form the foundation for a successful future. Our objective is to increase the value of our business on a lasting basis. We intend to consolidate and increase our market share, while maintaining the ideal balance between customer benefit and profitability. We aim to meet our customers' high standards using our group-wide expertise in almost every phase of the product development process.

SERVICES: ADDING VALUE

Bertrandt is prepared to adjust its portfolio of services to meet the requirements of the relevant markets and customers on an ongoing basis by taking a forward-looking approach. As one of the leading European development specialists in the car, motorcycle, commercial vehicle and aviation industries, as well as in the machine and plant construction, electronics, energy, shipbuilding and medical technology sectors, we have been helping our customers to develop their products for over 40 years. We cover the entire development process in almost every area of engineering and have extensive knowledge of processes. We provide the highest quality services for our customers.

EMPLOYEES: SUCCESS BASED ON TEAMWORK

Our employees form the foundation for our success. In our dealings with one another and with customers and business partners, we set a good example and are guided by values such as trust, fairness and mutual appreciation. We are committed to our performance, our teams and our network. We offer every employee the entrepreneurial freedom to carry out their tasks independently and responsibly to the best of their ability.

RESPONSIBILITY: A RELIABLE PARTNER

Everything we do is based on respect for other people and the environment. Our relationship with our customers is characterised by a high level of responsibility and strict secrecy regarding their projects. Trust is an important foundation for long-term customer relationships. The key prerequisites for successful partnerships are the technical achievements and extensive expertise of our employees, together with the financial stability and the transparency of our business. Bertrandt is a long-term partner for its customers, shareholders and employees. On behalf of our shareholders and employees, we focus on achieving profitable growth and increasing the value of our company on an ongoing basis.

¹ The use of he/him/his is intended to make the text easier to read. The pronouns apply equally to people of all genders.

Code of conduct of the Bertrandt Group

As one of the leading service providers in the field of mobility, Bertrandt AG demonstrates its commitment to its customers, shareholders, business partners and entire workforce in these guidelines.

For more than 40 years we have been helping manufacturers and suppliers in the international automotive and aviation industries, the machine and plant construction sector, the electrical industry, the shipbuilding, the medical technology sector and the energy industry to develop their products. Our relationship with our customers is characterised by a high level of responsibility and strict secrecy regarding their projects. Trust is an important foundation for long-term customer relationships. The key prerequisites for successful partnerships are the technical achievements and extensive expertise of our employees, together with the financial stability and the transparency of our business.

Our employees are the foundation of our success. Our day-to-day interactions with each other and with customers and business partners are based on the principles of openness, trust and mutual appreciation. We expect our employees to have above-average motivation, show a high level of initiative, be prepared to learn new skills on an ongoing basis and develop their personal abilities for the benefit of our customers.

Our business operates on the basis of current laws and regulations. We comply with our industry's professional and ethical standards. This code of conduct summarises the principles of behaviour for everyone employed by the Bertrandt Group. These principles apply both internally and to our behaviour towards external partners.

All Bertrandt employees are required to behave in accordance with this code of conduct. Managers are also responsible for acting as role models in all their business relationships, ensuring that all activities carried out on behalf of the Bertrandt Group are within the law and promoting our corporate culture, which is based on professionalism, an ethical approach and compliance with the rules.

COMPLYING WITH THE LAW AND WITH INTERNAL REGULATIONS

It goes almost without saying that Bertrandt respects and follows the provisions of current legislation. We expect our business partners to do the same. Because we have sites in a number of countries, we have to comply with and implement a wide range of laws and regulations throughout the group. All the group's employees are required to act in accordance with current legislation, to follow the relevant internal regulations and to fulfil the agreements that we have entered into with our business partners.

HUMAN RIGHTS

We respect human rights within our sphere of influence and are committed to abolishing all forms of forced labour and child labour.

EQUAL OPPORTUNITIES

We oppose all forms of discrimination on the basis of gender, race, age, skin colour, religion, marital status, sexual orientation, origins, physical or mental disability or other factors that have special protection under current laws and regulations. This applies in particular to discrimination against employees. We respect the individual dignity, privacy and personal rights of every employee. We behave openly, honestly, respectfully and responsibly towards one another.

CORRUPTION

We do not tolerate any form of corruption or the giving or taking of bribes. We do not become involved in this in any way. The high level of transparency of our business processes prevents any criminal activities of this kind from occurring.

PAY

We not only provide our employees with appropriate remuneration, but also ensure that the salaries we pay our workforce for the work that they carry out are based on the principles of equal treatment.

HEALTH AND SAFETY AT WORK

We regularly put in place preventive measures in the field of health and safety at work, taking into consideration the relevant financial, legal and social conditions. Health and safety form a central feature of our business processes and we encourage every individual employee to take responsibility for their own health. This involves the active participation of all employees.

PROTECTING THE ENVIRONMENT

We undertake to protect the environment. We require all our employees, suppliers and service providers to have a full awareness of environmental issues and we involve them as far as possible in our activities. We focus on the entire life cycle of our products and services, with the aim of developing environmentally friendly and resource-efficient technologies. In order to avoid damaging the environment or having a negative impact on it, we take local and regional environmental conditions into consideration during the planning and implementation of the measures we introduce.

The careful use of natural resources, including energy, water, soil and air, is an important concern for us. We also regulate our use of operating supplies, auxiliary products and raw materials. For this reason we monitor the impact of our environmental activities and evaluate the efficiency of the measures we implement to achieve our environmental objectives. By putting in place an environmental management system we undertake to continuously improve our environmental performance.

DATA PROTECTION/CONFIDENTIALITY/ INFORMATION SECURITY

Bertrandt AG is aware of the many and varied requirements relating to corporate and IT security and data protection that it has to meet. For this purpose we have set up a security organisation on a site and a group level. We also comply with the provisions of the relevant laws and involve all employees, customers and business partners in this process. We work on the principle that security and data protection are the responsibility of every manager and every individual employee. Important considerations for us include transparency about the purpose and the impact of collecting and storing data and a thoughtful approach to processing data. For this reason every employee must handle data in accordance with Bertrandt's security regulations. We use the appropriate technology to protect the company against risks and threats. This involves ensuring that our buildings and IT systems are secure. We have put in place organisational and technical security standards that govern the implementation of these measures.

We take a consistent approach to risk and emergency management. This ensures that the correct processes are applied in the event of an emergency or a problem, that the business operates safely and that it can be safely restarted if required.

FREEDOM OF ASSOCIATION/COLLECTIVE BARGAINING

We respect the fundamental right of our employees to freedom of association and collective bargaining which is laid down in the German constitution.

SAFETY CULTURE

As a development partner for the automotive industry, Bertrandt takes its responsibility for developing safety-relevant vehicle systems very seriously.

We therefore pay particular attention to ensuring the safety and physical integrity of anyone who uses and experiences the products that we have helped to develop. We achieve our success in avoiding unacceptable risks for persons and companies through an awareness of safety on all organisational levels. This is supported by individual training measures and optimised processes throughout the safety lifecycle.

BUSINESS PROCESSES

One important responsibility of Bertrandt, together with all our employees and business partners, is to meet our customers' current and future requirements. For this reason, we regularly assess and evaluate our business environment and our internal focus, so that we can respond quickly to changes in our customers' requirements and those of other relevant parties.

A systematic approach to process management enables us to guarantee the high quality of our products and services. We believe that every employee is responsible for the continuous improvement of the group-wide management system and its business processes as part of their everyday work. This enables us to build continuously on the range of services we offer. All employees must have an awareness of both risks and opportunities.

We integrate all the relevant requirements of our business partners into our quality and environmental management systems, our information security systems, our health and safety measures and our process for improving profitability. This allows us to guarantee a high level of benefit for our customers and to increase customer satisfaction.

By implementing a targeted communication policy and taking an active approach to training, we invest in the skills and motivation of our employees. This ensures that all employees are aware of the importance of playing an active role in our business processes and contributing to our corporate success. Our managers act as role models. We carry out our work with integrity and we preserve the confidentiality of information. We act impartially, in accordance with best practice and without being subject to any internal or external coercion.

We manage our business processes on the basis of the Bertrandt Management Manual (BMM) by establishing, continually monitoring and evaluating performance criteria and objectives. We take the necessary measures to ensure the efficiency and integrity of our management system and to guarantee that our business processes achieve the required results. We also carry out a subsequent evaluation of the success of our activities. The management team undertakes to maintain the management system and to develop and improve it on an ongoing basis, to provide the necessary resources to achieve this and to fulfil the requirements of laws, official regulations and standards.

Ehningen, 25.03.2019

The Management Board

HANS-GERD CLAUS

Member of the
Management Board
Engineering

MICHAEL LÜCKE

Member of the
Management Board
Sales

MARKUS RUF

Member of the
Management Board
Finance