

## **Our guidelines for human rights and working conditions**

Human rights are basic norms that serve to safeguard the dignity and equality of all. They are universal, indivisible and inalienable rights to which every human being is equally entitled - as defined in the International Bill of Human Rights.

### **Scope of application**

These guidelines apply to all employees of FIMA Maschinenbau GmbH, as well as its direct sales representatives and co-operation partners worldwide.

### **Definition**

It is the declared goal of FIMA Maschinenbau GmbH to avoid violations of human rights. In line with this expectation, the working conditions are controlled so that no impairment of human dignity can occur in the workplace. Employees are informed about their rights and can read the applicable regulations in our guidelines at any time. There is a mailbox in the company where anonymous letters with the relevant concerns can be posted in an envelope addressed to the HR department or the works council and forwarded accordingly after removal. The following rules are intended to encourage and motivate all those involved to adopt value-oriented and sustainable behaviour. The implementation instructions in this guideline also set clear and binding limits for certain areas.

### **Responsibilities**

Responsibilities for labour and human rights policies span different levels - companies, states, international organisations and society. All these actors must work together to ensure that labour and human rights are respected, promoted and protected.

### **Application**

#### *Regulation of working hours*

The working hours to be worked are contractually agreed with each employee when they are hired. In all cases, these comply with the applicable Working Hours Act and are set out in detail in internal organisational instructions. If additional working hours are required due to business events, this is done on a voluntary basis. These additional hours are compensated or remunerated promptly. The existing core working time model also ensures that sufficient rest periods are available for regeneration between working days. Break times are defined for the entire company. We encourage our employees to take their breaks. Hours worked at night, at weekends and/or on public holidays are remunerated with the corresponding bonuses.

### *Occupational safety*

FIMA Maschinenbau GmbH has set up a certified occupational safety management system in accordance with ISO 45001:2018 in order to create a safe environment for our employees, but also for external persons during a visit or for the provision of a service. Internal safety officers are permanently assigned for this purpose, as is cooperation with an external occupational safety specialist and an external company doctor. ASA meetings are held at regular, planned intervals with a fixed group of participants consisting of management, the works council, safety officers, occupational safety specialists, the company doctor and other persons. At these meetings, topics relevant to occupational safety with regard to processes, machines, workplaces, legislation and regulations are discussed and the resulting decisions and measures are recorded. The results of the regular inspections, which are carried out following the ASA meetings, are also recorded. Issues to be implemented are documented in an action list to ensure that open points are implemented. The management attends every ASA meeting and the follow-up meetings, so that a close-knit and timely flow of communication, evaluation and decision-making is implemented. All documented information relevant to occupational safety, including operating instructions and risk assessments, is recorded in the document management system and accessible to all employees.

### *Remuneration*

All employees of FIMA Maschinenbau GmbH are paid a competitive and performance-related salary. FIMA Maschinenbau GmbH pays its employees fairly; standardised principles apply, which are based on the IG-Metall collective agreements.

### *Prohibition of forced labour*

FIMA Maschinenbau GmbH rejects any form of forced labour and unlawful compulsory labour. Requirements for job-specific activities are recorded in a job profile and agreed with employees when they are hired, reviewed annually and adapted to changing conditions in consultation with the employee.

### *Prohibition of child labour and young workers*

FIMA Maschinenbau GmbH rejects any form of child labour and complies with the minimum age for employment. Neither the health, safety nor the development of children may be impaired by gainful employment in any form. FIMA Maschinenbau GmbH complies with the legal requirements and the ILO conventions. Exceptions are the trainees in the company who have not yet reached the legal minimum age of 18 years when they join the company. For this group of employees, shift work, night work and overtime, among other things, are excluded in accordance with the international conventions. Apprentices are competently supervised in accordance with the responsibilities we have defined. As part of this responsibility, we ensure that our young employees are not allowed to carry out any work that could jeopardise their safety, health or development.

### *Freedom of association*

FIMA Maschinenbau GmbH recognises the right of all employees to form employee representative bodies. In dialogue with our employees, it is our aim to maintain sustainable cooperation for the benefit of both the company and our employees. As part of the CIP system, for example, every employee can submit suggestions for improving the economic or work-related situation, which are rewarded accordingly. All employees can address their concerns directly to managers or contact the works council at any time. Employees are neither favoured nor disadvantaged because they belong to an employee representative body or not.

### *Prohibition of discrimination*

FIMA Maschinenbau GmbH has firmly anchored the equal treatment of all employees in its corporate philosophy. We are in favour of diversity and an inclusive corporate culture. For this reason, FIMA Maschinenbau GmbH does not tolerate any form of discrimination against its employees. No one may be disadvantaged, favoured or harassed on the basis of attributes such as gender, skin colour, religion, nationality, political or other convictions, ethnic origin, disability, age, sexual orientation, pregnancy or other characteristics that are protected by law.

### **Final provision**

This policy comes into force with immediate effect and will be reviewed annually to ensure that it continues to meet the needs of the company and its employees. Changes and amendments to this policy require the approval of the company management and will be communicated to employees in a timely manner.

Date: 02.04.2015

Signature: 

(Name and position) Michael Hansen, CEO