



# Code of Conduct

English Edition

# Cotent

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## I. Introduction

KME is one of the world's leading manufacturers of semi-finished products made of copper and copper alloys. With this Code of Conduct KME determines the fundamental principles of collaboration with business partners, customers, colleagues, competitors and the public. As the reputation of KME is very strongly influenced by the manner and behaviour of each individual employee<sup>1</sup>, it is important that all employees – regardless of their function or task - adhere to this Code of Conduct whilst performing their work.

All employees are obliged to obey applicable laws and corporate guidelines. Although it is not possible for all conceivable circumstances to be included in the Code of Conduct, unethical conduct of any kind whatsoever which is not expressly regulated in this document, is not permissible under any circumstances. Infringements of the law are obviously to be avoided under all circumstances.

Employees who breach the principles of this Code of Conduct face severe sanctions, including immediate termination of employment. No employee who breaches these rules can claim to have been acting in the interests of the company because every infringement of rights has a damaging effect on the company. The Code of Conduct raises KME employees' awareness of current legal provisions and obliges them to adhere to the ethical rules and provisions in their daily business.

The Code of Conduct, however, also encourages the employees to pro-actively seek advice in cases of doubt because, in the case of breaches of the law, uncertainty provides no protection against possible consequences within the scope of criminal law, civil law and employment law. In cases of doubt, employees can and must contact their supervisor or the Legal Department.

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<sup>1</sup> Note: For reason of simplified reading gender specific differentiation is omitted. In the interests of equality the same terms apply to both sexes.

## **II. KME PRINCIPLES OF BUSINESS CONDUCT**

### **1. Fair competition and anti-trust Laws**

KME is obliged to respect the rules of fair competition. The employees will comply with the competition and anti-trust regulations of the individual countries and regions in which the company conducts business. In particular they are to observe the anti-trust laws in the USA and Europe. KME will not show any indulgence towards employees who disregard anti-trust laws.

In particular, employees shall not:

- exchange information of any kind and any extent with competitors about prices, costs, cost structures, discounts, terms of supply, contractual territories, utilisation of capacities, output, sales volumes, offers, customers and suppliers, competitors, profits, profit margins, production information, market strategies, methods of distribution or any other information of a similar nature.
- Enter into an agreement with a competitor not to compete, to restrict dealings with suppliers, to submit bogus offers for bidding or to divide up customers, markets, territories or production programmes,
- Have any influence on the resale prices charged by our purchasers, or attempt to make them restrict the export or import of goods supplied by KME.
- Exchange price lists or information about prices or other price components with competitors, even in cases where the price lists are publicly available.

If a competitor raises one of these topics, KME employees are obliged to end the conversation and consult the legal department.

## **2. Anti-corruption**

KME rejects corruption and bribery as stated in 2003 in the UN Convention against corruption, which has been in force since 2005. Therefore, KME will not entertain any business deals that involve infringing the law or company rules relating to the granting or acceptance of favours, mindful of the fact that some business may be lost as a result.

No potential additional revenue of whatever amount can justify illegal business practices. This applies at all levels of KME, and without any exceptions.

In foreign countries gifts may be offered as a matter of courtesy and politeness. Within this scope it is important to ensure that no dependencies can develop either on the part of the giver or of the receiver, and that all applicable regulations - national as well as international - are adhered to. The supervisor is to be informed about gifts of any kind.

## **3. Environment, health & safety**

KME considers itself committed to achieving sustainable competitive advantage through leadership and excellence in areas relating to the environment, health and safety.

For this purpose KME pursues prophylactic strategies that prevent pollution and accidents to ensure long-term sustainability and is in the process of developing an in-company health management system. KME pursues the goal of ZERO work-related accidents, providing a healthy and safe workplace for our employees, visitors and contractual partners.

## **4. Prohibition of child labour**

KME guarantees the prohibition of child labour, i.e. the employment of children and young people under 15 years. In those countries subject to the developing country exception of the ILO Convention 138 this means under the age of 14.

## **5. Respect for the basic human rights of employees**

KME promotes equal opportunities for and treatment of its employees. It is to be refrained from any form of direct or indirect discrimination on the basis of race, origin, colour, nationality, religion, ideology, sex, age, physical features or appearance, sexual orientation or affiliation to other protected categories in the country in question. These principles apply to both internal cooperation and conduct towards external partners.

KME guarantees to respect the personal dignity, privacy and the rights of each individual and does not make anyone work against his will. KME guarantees to comply with the maximum number of working hours and to recognise the right of free association of employees. and to neither favour nor discriminate against members of employee organisations or trade unions.

Any breach of these standards will not be tolerated. Any conflicts should be referred to the supervisor, the Human Resources department or the person who is responsible for the compliance of the Code of Conduct. These people, will take, if necessary the required action to appropriately address any wrongdoing and to prevent a repeat breach.

## **6. No infringement of our own or others' property rights**

The results of our scientific research and technical development work are extremely valuable business assets. Inventions, patents and other intellectual property are extremely important to the company's future. Therefore the greatest possible care is to be exercised in ensuring that the protection of property rights created by KME is ensured. Furthermore, KME ensures to respect the legally recognised rights of third parties.

Trade secrets and new knowledge are not to be passed on to third parties or be made public without reasonable legal protection.

Care is to be taken to ensure that no unintentional transmission of intellectual property becomes public knowledge via the company as a result of negligent handling of information. Company data are to be protected against unauthorised access by third parties.

## **7. No conflicts of interest**

In accordance with the general regulations of KME, all KME employees have to keep their personal interests separate from the interests of KME. During working hours, in particular, employees are obliged to represent KME's corporate interests. Employees are to inform their supervisor about possible conflicts of interest which could potentially have an influence on the fulfilment of their professional obligations.

If an employee wishes to place a personal supply or with a person or entity that also already maintains an existing business relationship with KME, or wants to conclude other contracts with it, and if that employee is in a position to influence KME's business relationship with the supplier or business partner in question, the employee must receive the supervisor's permission before placing the contract.

A conflict can take the form of a business relationship with a competitor or customer of KME, or participation in sideline activities that prevent employees from being able to perceive their responsibilities at KME. Business relationships with third parties must be formed on the basis of objective criteria.

## **8. Handling of information**

An important requirement for preventing any breaches of the Code of Conduct is a full documentation of all processes and procedures. Files, especially those with accounting relevance, must be complete, correct, orderly and easy understandable. All records and files must be kept in such a way as to permit delegation to a colleague at any time.

Employees are to retain records for as long as statutory or internal provisions require and must never destroy documents relevant to threatened or pending official or judicial proceedings. The company's accounting records and related documents must fully and accurately reflect all business transactions and enable a true and fair overview of the company's assets.

## **9. Data protection**

As a European Group with business activities all over the world, KME is duty bound to adhere to the relevant provisions of national and international data protection.

This obligation applies equally to all KME employees. They must adhere to the applicable provisions of national and international data protection law and, in particular, to safeguard private data within the meaning of relevant data protection laws against unauthorised access by third parties.

In cases of doubt and in the case of breaches against applicable data protection law, the in-company data protection officer responsible in the specific case in question is to be informed immediately.

### **III. How does this policy affect each individual's daily work routine?**

All KME employees are called upon to review their behaviour in the light of the standards set forth in this Code of Conduct and to ensure that these standards are observed.

Employees who breach the fundamental principles of this Code of Conduct, in addition to criminal prosecution by the competent authorities, must also expect serious consequences within the scope of civil and employment law. Such consequences may include termination of the employment relationship.

Employees who breach these rules cannot claim to have been acting in the interests of the company because every infringement of applicable law has a damaging effect on the company.

KME ensures that no employee is in any way disadvantaged because he has reported a possible breach of the Code of Conduct. The party(ies) concerned shall be considered innocent until the suspicion of guilt has been confirmed.

KME expects strict compliance with these principles, also on the part of KME customers, suppliers and competitors.