

Code of Conduct of company Menzel Elektromotoren GmbH

1. compliance with laws

As a globally active company, we comply with all national and international regulations and laws, the laws applicable in the countries in which we operate and industrial standards.

2. discrimination

Any form of discrimination in employment and in the employment relationship is prohibited.

It is essential for us to ensure equal opportunities and equal treatment, regardless of race, skin colour, gender, age, physical or mental disability, sexual orientation, family obligations, religion, caste, political conviction, nationality, ethnic or national origin, social background, membership in employee organisations including trade unions or other personal characteristics not listed here.

3. Forced labour and disciplinary measures

All forms of forced labour are prohibited.

This means that all employment relationships in which labour is forced by force or threat, such as slavery, debt bondage or serfdom, are prohibited. Neither the company nor any entity providing labour to the company may withhold any part of an employee's salary, benefits, property or documents in order to force the employee to continue working for the company.

Respecting human rights and social standards and ensuring decent working conditions in all respects are of central importance to us, not only in relation to our employees, but also throughout our value chain

Employees have the right to leave their workplace at the end of a normal working day. They are free to terminate their employment relationship with the employer subject to a reasonable or statutory notice period. The company must treat its employees with dignity and respect. The use of corporal punishment, sexual harassment and physical coercion is prohibited. Disciplinary measures may only be taken within the framework of national and international law and internationally recognised human rights.

4. child labour

Child labour is not tolerated.

The minimum employment age must not be below the age at which compulsory schooling ends. The respective national regulations for the protection of adolescents and young employees must be complied with.

5. Working hours and employment contracts

The relevant national laws and industry standards on working hours apply. Weekly working hours may not exceed the number of hours prescribed by law. Overtime must be voluntary and must be remunerated separately in accordance with national law. The contractual partners must provide their employees with written employment contracts in accordance with national law.

In the case of temporary work, the contractual partner must ensure that the contractual partner fulfils the above requirements.

6. remuneration

The remuneration paid must at least meet the statutory or industry minimum standards. The work performed by employees must be remunerated on time, regularly and in full.

remunerated in full. Employees must receive all benefits prescribed by national law (e.g. insurance amounts, extra pay or premium payment for overtime, paid holiday). Salary deductions as a punitive measure are prohibited. Payment of wages/salary must be made in a form that is practical for the employee or using a locally customary procedure. Employees must be regularly informed about the composition of their remuneration in a way that they can understand.

7. Health and safety in the workplace

We ensure that the workplace does not jeopardise the health and safety of employees. There are clear rules and procedures for occupational health and safety to prevent accidents and damage to health at work. Our employees are regularly informed and trained on these rules and procedures, including through occupational safety exercises, as well as on legally prescribed health and safety standards. We ensure that a healthy working environment is guaranteed in accordance with the prevailing conditions. This also applies to social facilities.

We are convinced that this principle contributes to the success of our company as well as to the satisfaction of every employee and our customers and partners.

We promote a working environment that protects the physical and mental well-being of our employees.

We ensure occupational and technical safety for our employees, customers and partners in all business processes and continuously improve the working environment, work processes and workplace design.

8. environmental protection

All national environmental protection laws and corresponding regulations must be complied with. Our company avoids environmental pollution wherever possible and thus endeavours to continuously improve environmental protection.

In particular, the applicable procedures and standards must be applied to the handling of waste, hazardous chemicals, other substances, emissions and water protection.

In line with our corporate philosophy, we are aware of our responsibility to treat the environment with care.

The economical use of resources is an important objective for us in the continuous improvement of products and processes.

In accordance with the principle of no harm to the environment, we endeavour to create a working environment in which every person involved is protected.

We are convinced that this principle contributes to the success of the company as well as to the satisfaction of every employee and our customers and partners.

The environment in which we operate on a daily basis is the basis of our existence. We protect it and treat it responsibly and in a way that conserves resources at all times. We strive to constantly improve our environmental performance and specific energy consumption. We also support our employees, customers and partners in this endeavour.

9. Corruption

The basis of any contractual relationship is ethically correct behaviour and compliance with the relevant national and international laws and standards.

Corruption, bribery or embezzlement in any form is prohibited. Both company management and employees must behave in such a way that no personal dependencies or obligations arise.

10. Implementation of and compliance with the Code of Conduct

We take appropriate measures to ensure the implementation of and compliance with the principles defined in this Code of Conduct within our company.

Compliance with and continuous improvement measures to safeguard the principles listed here are regularly reviewed by the management. Employees must be informed of the required standards in a comprehensible form so that they are aware of their rights arising from the Code of Conduct.

11. Supply Chain Due Diligence Act

This law obliges companies based in the EU, such as Menzel Elektromotoren GmbH, above a certain size, to fulfil their responsibility in the supply chain with regard to respect for internationally recognised human rights by implementing the core elements of human rights due diligence.

Even if this law only applies to companies with a higher number of employees, we also see ourselves as ethically and morally obliged to do so and are sending out another positive signal.

On the one hand, this EU law is intended to strengthen the rights of people affected by corporate activities in the supply chains and, on the other, to safeguard the legitimate interests of companies in legal certainty and fair competitive conditions.

We communicate with all our business partners that we do not violate international human rights.

With a clear focus on our suppliers, we have a globally applicable code of conduct regarding compliance with the following principles:

- Compliance with and respect for human rights
- Exclusion of forced or compulsory labour
- Prohibition of child labour

This consideration of human and labour rights as part of our corporate philosophy and constant monitoring helps to ensure that all parties involved in the entire supply chain act responsibly.

We carry out an annual supplier assessment.

12. Whistleblower Protection Act

The Whistleblower Protection Act is intended to protect persons who have gained knowledge of violations of statutory provisions or other binding regulations in the course of their professional activities and report them.

A suitable procedure for the Whistleblower Protection Act has been implemented.

It is possible to make such reports anonymously or by name.

Hennigsdorf, 20.03.2024



Mathis Menzel, Managing Director



Dirk Achhammer, Managing Director