

# Principles of working conditions and human rights at Kleinbongartz & Kaiser oHG

Kleinbongartz & Kaiser oHG  
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Germany



**Dear colleagues, dear sir or madam,**

Our strategic goals and values are defined in our mission statement. Through our general code of conduct, we establish the basis for trustworthy and transparent collaboration.

Kleinbongartz & Kaiser oHG sells its products in over 100 countries worldwide. The global activities associated with that are governed by a wide range of national and international regulations. It is, therefore, essential for all employees to be aware of the relevant legal obligations and to commit to observing them. The range of legal prohibitions and obligations covers three additional areas in particular:

- General code of conduct
- Business ethics policy
- Environmental policy

Through our binding specification of lawful and humane action, we ensure that the dignity and personal rights of individual employees of Kleinbongartz & Kaiser oHG are respected.

Yours truly, Michael Kleinbongartz

*U. Klb-jartz*

# Fair working conditions for employees

Kleinbongartz & Kaiser oHG attaches a high priority to a stable and reliable working environment which simultaneously provides enough scope for personal development.

A strong corporate culture and innovative structures, with scope for individual action for which employees take responsibility, are the distinguishing features of the company as an employer. Success, job satisfaction and security can be maximized by taking an approach in which each individual has a part to play in shaping the company's future, taking account of the legal requirements.

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## 1. Fair working conditions for happy employees

Kleinbongartz & Kaiser oHG meets all the regulations of labor law and thus complies with the right of employees to appropriate remuneration. As a family-run company, we consider that we have a particular responsibility for our employees.

The development of social, technical and personal skills is encouraged and training programs are provided insofar as they are in line with the company's interests. Kleinbongartz & Kaiser oHG, therefore, supports master tradesman's courses and Master's degrees alongside work. In addition, Kleinbongartz & Kaiser oHG supports all employees in setting up additional, self-financed pension provision.

## 2. Career-life balance

Kleinbongartz & Kaiser oHG is a family-run company with a tradition stretching back over more than 100 years. The satisfaction and motivation of our employees is our greatest asset in ensuring the success of the company, now and in the future. Pursuit of the business interests of the company is always balanced against consideration for the personal interests of its employees. Kleinbongartz & Kaiser oHG is a pioneer in working models that are compatible with family life. About 25% of the workforce, therefore, works on a part-time basis or with flexible working time models. These arrangements make it possible for employees to be proactive in shaping their working patterns and to apply their skills as effectively as possible in all phases of their lives.

With this practical corporate culture, we create the best possible win-win situation for the company and its employees, which meets all the challenges posed by the digital transformation and demographic change.

## 3. Safety in the workplace

Compliance with industrial health and safety regulations is the top priority in all our production facilities. Our operational management ensures that all employees working in the company receive careful instruction in the safety regulations. Through internal and external audits, certifications and special programs, the safety standards in our company are improved continuously.

In this way, we guarantee that our business processes are free from accidents and disruptions. In addition, Kleinbongartz & Kaiser oHG provides a safe working environment in which all of the statutory provisions regarding health and environmental measures are met. Furthermore, Kleinbongartz & Kaiser oHG promotes all activities that encourage its employees to look after their own physical and mental health.

# Respectful treatment and ban on discrimination

Kleinbongartz & Kaiser oHG is committed to equal opportunities for all employees – irrespective of gender, origin, nationality and age. The corporate culture is characterized by respect, openness and fair treatment. The interaction of different opinions and freedom of expression in developing creative and sustainable solutions for new customers is a particular important priority in the management of the company.

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## 1. Promoting diversity and uniqueness

Unity in diversity – this guiding principle describes the Kleinbongartz & Kaiser oHG family.

As an international company with branches throughout the world and commercial activities in more than 100 countries, Kleinbongartz & Kaiser oHG is committed to a good understanding of its global role with simultaneous awareness of local requirements. Almost 30% of its employees have a multicultural background.

Support for women in management positions is a particular priority.

Kleinbongartz & Kaiser oHG has clearly been a role model here, as 50% of its departments are led by women.

## 2. Zero tolerance of discrimination

As a matter of principle, Kleinbongartz & Kaiser oHG is opposed to any type of ethnic, national, religious, sexual or biological discrimination. No harassment, coercion, intimidation or abuse is tolerated and appropriate sanctions apply. All managers are role models in their behavior and must ensure that the working environment is free from discrimination and harassment.

## 3. Rejection of forced and child labor and protection of human rights

All forms of forced and child labor are categorically rejected. Kleinbongartz & Kaiser oHG adheres strictly to legal requirements.

We expect our suppliers, service providers and partners to be equally committed to the guiding principles on respect for human rights formulated by the United Nations, including in their respective supply chains. We use self-disclosure to check suppliers and service providers in critical countries before we even enter into a business relationship and, in part, on-site audits with the particular aim of evaluating issues relating to human rights (e.g. fire safety and industrial safety). All employees are required to report any breaches. If our business partners breach our human rights guidelines, Kleinbongartz & Kaiser oHG explicitly reserves the right to require action to be taken to improve the situation or to end the business relationship.