



**Innovative,**  
**Versatile &**  
**Fast**



## Code of Conduct



# CODE OF CONDUCT

These principles of our “Code of Conduct” embody the standards and guidelines according to which the employees of Ritzi Lackiertechnik GmbH work. The principles are supporting our employees in coping with the legal and ethical challenges in their daily work.

Ritzi is particularly oriented towards the values of honesty, fairness and integrity. In addition, Ritzi stands for responsible, respectful and rule-compliant action in everyday business and is committed to the following principles of conduct.

This regulation is binding for all employees in fundamental questions of behavior. The behavior of the executives at Ritzi Lackiertechnik GmbH is exemplary. The principles of conduct laid down in this document are exemplified to their employees and they are the first point of contact for them when they have questions about our Code of Conduct.

In the event of non-compliance, reasonable consequences including employment law and disciplinary measures have to be expected. Serious violations can also result in criminal and liability law consequences.

General Management

Tuningen 22-10-2020

**Ritzi stands for responsible, respectful and compliant action.**



## Responsibility towards society and employees

**Human Rights.** Ritzi respects and observes recognized human rights. Ritzi does not tolerate any behavior that disregards these rights and rejects any form of forced or child labor within the company and among our business partners.

**Equal Opportunity.** Ritzi does not tolerate any form of discrimination, harassment or intimidation of individuals based on their ancestry, religion, sexual orientation, origin, political or trade union activity, or because of their age, gender or disability.

**Occupational health and safety.** The safety of our employees is a central imperative of our corporate activities. We avert hazards with preventive occupational health and safety measures and support the health of our employees by providing good working conditions. Occupational safety is part of each employee's personal responsibility. Hazards are to be avoided by anticipatory, prudent and safety-conscious behavior. Any hazards or deficiencies must be reported immediately to the executive without delay.

**Alcohol and drug-free workplace.** In order to meet our responsibility to employees and business partners regarding a healthy and productive working environment, the use of legally prohibited substances is prohibited in the company. The same applies to drugs (substances prohibited by law) and alcohol. Furthermore, employees must not be under the influence of these substances in the workplace.

**Illegal employment.** Ritzi fights illegal employment and undeclared work.

**Reasonable remuneration.** Ritzi respects the right to adequate remuneration, which is based on legally guaranteed minimum wages, the performance of the employees and the respective labor market. All employees receive compensation that is adequate for their work.

**Environmental protection and sustainability.** Ritzi has an environmental and energy management system. Our goal is to protect the environment sustainably with our business partners.

**Ritzi stands for equal opportunities and protection of our resources.**



## Responsibility of our employees

**Responsibility for the reputation of Ritzi Lackiertechnik.** Every employee of Ritzi Lackiertechnik is also a representative of the company and significantly influences the reputation of the company through his appearance, behavior and actions.

**Interaction with colleagues and business partners.** All employees of Ritzi Lackiertechnik contribute in their daily culture, which is characterized by openness, honesty, appreciation, tolerance, loyalty and respect. The personality and dignity of each individual has to be respected.

**Confidentiality.** Ritzi employees are reliable business partners. All information that has not been made public and is not generally known to the public, is treated confidentially.

**Leadership.** Supervisors encourage their employees to act on their own responsibility and create the necessary scope for this. Every executive has organizational and supervisory duties to fulfill. With the implementation of this task, all executives and employees entrusted with personnel management tasks have the special responsibility to ensure that the rules of conduct of Ritzi Lackiertechnik are observed.

**Invitations and Gifts and Other Benefits.** Gifts, invitations, gratuities or benefits of any kind may be accepted or given in connection with our activities if they are reasonable and are not made in expectation of considerations or other preferential treatments.

**Quality.** Highest quality and continuous quality improvement are essential for the growth and success of our company. All employees are called upon to meet the expectations of internal and external customers and to continuously improve the quality of our products and services on an ongoing basis.

**Ritzi stands for honesty, respect and loyalty.**



## Responsibility towards business partners and competitors

**Fair Business Conduct.** Ritzi Lackiertechnik conducts its business according to the highest ethical principles and complies with competition law regulations and requirements. This includes, above all, the observance of prohibitions under antitrust law, such as e.g., the prohibition of price fixing, as well as refraining from other agreements that influence conditions or otherwise restrict fair competition in an impermissible manner.

**Corruption.** Ritzi does not tolerate corruption or other unlawful business practices among its employees or third parties engaged by us. Any favors or other advantages that could impair the ability to make objective business decisions will not be offered, solicited or accepted by us, neither directly nor indirectly through third parties.

**Consultants/Agents/Intermediaries.** Consultants, agents or intermediaries are selected and retained according to specifications such as qualifications and suitability criteria. Compensation paid to consultants, agents or intermediaries must be commensurate with the services rendered and must not be used to grant improper advantages for business partners or third parties.

**Donations and Sponsorships.** All donations must be made on a voluntary basis only, with no expectation of anything in return. The awarding of a donation must always be transparent and documented. In the case of sponsoring, a consideration, for example in the form of communication or marketing activities, is provided to Ritzi.

**Ritzi stands for fairness and integrity.**



## Responsibility towards the company

**Protection of corporate property.** We place the highest value on ensuring that company property and information are not used in an unlawful manner. We expressly prohibit, sell, lend or use company property for non-business purposes without permission. It is the duty of each employee to handle company property (e.g. furniture, equipment, company vehicles) responsibly, to treat it carefully and to protect it against loss, damage, misuse, theft, misappropriation or destruction. This regulation also applies to intellectual property such as know-how. This includes business and corporate plans, technical knowledge, databases, product samples, designs, business papers and reports.

**Non-compete agreements.** Non-competition clauses serve to prevent damage to the company. Their aim is to prevent the transfer of knowledge if an employee moves to a competitor: The use of specific Ritzi expertise at a competitor can cause greater economic damage than the transfer of strategic management knowledge. The non-compete agreements are graded accordingly.

**Data protection.** Ritzi collects, processes and uses personal data in accordance with data protection regulations and company guidelines. The principle of data economy applies. Documents containing personal data about employees are treated confidentially, stored carefully and disclosed via authorized persons. Data protection incidents are reported immediately to the executive and the data protection officer.

**IT and information security.** Ritzi ensures an appropriate, complete and concrete level of security of digital data and assets, as well as dependent IT systems. The executives encourage the employees to implement appropriate security measures (passwords, approved technologies and licensed software) to ensure the protection of intellectual property and personal data. All employees do their part to prevent internal and external misuse of IT resources and to comply with security requirements. If security breaches become known, executives must be informed immediately.

**Ritzi stands for protection of company property as well as IT and data security.**



**ritzi** takes pride in adding significant value  
to a range of industrial components.

See for yourself:

[www.ritzi-lackiertechnik.de](http://www.ritzi-lackiertechnik.de)