

# G. Bee GmbH

## Code of Conduct



### **PREAMBEL**

*This Code of Conduct sets out fundamental principles of behaviour that are binding for the actions of management and all employees of G. Bee GmbH in their every day work. The trust of our business partners is of the utmost importance to G. Bee GmbH. Thus, a sense of responsibility, compliance with the law and moral integrity characterise the actions of G. Bee GmbH.*

### **1. Definition**

Compliance means adhering to laws, regulations and internal instructions.

### **2. Basic Principles**

G. Bee GmbH's top priority is unconditional compliance with the law, all conventions of the ILO (International Labour Organisation) and the UN and all other relevant legislative regulations as well as the principles of objective independence.

All employees are responsible for complying with these principles in the performance of their duties. Violations will not be tolerated and necessary corrective measures will be taken. Violations of this policy may expose employees and G. Bee GmbH to reputational risk as well as legal disadvantages. Violations by employees that constitute a breach of contractual employment obligations may lead to disciplinary measures up to and including dismissal.

### **3. Human rights and prohibition of discrimination (principle of equal treatment)**

Internationally accepted human rights are respected and complied with in every respect.

We treat our employees with dignity and respect. We prohibit and reject all forms of child and forced labour. The rights of adolescent employees are protected and respected.

In our company, all employees are given the same opportunities and possibilities. This applies not only in connection with recruitment, remuneration, training, promotion, termination of employment and retirement, but even more so when it comes to compliance with the prohibition of discrimination, for example in relation to gender, age, birth, religion, race, skin colour, social background, disability, ethnic or national origin, nationality, membership of employee organisations, political membership or views, sexual orientation, family commitments, etc.

G. Bee GmbH also expects its employees to treat each other and, of course, its customers and suppliers with respect. In our company, the personal sphere of others must be respected. Any kind of harassment, in particular sexual harassment or bullying will not be tolerated. Instead, G. Bee GmbH promotes diversity, equality and inclusion of all employees. We are committed to the CSR principles of the ILO International Labour Organisation (current state: 03/24/2024)

### **4. Working conditions, including wages and working hours**

It is in the company's interest that fair working conditions apply at G. Bee GmbH. Compliance with national legislation on minimum wages, social benefits, overtime, working hours and working conditions is a matter of course for G. Bee GmbH. We expect our business partners to respect, promote and protect human rights and the requirement for fair working conditions.

We remunerate our employees appropriately and in line with industry standards (above the legal minimum) with the aim of providing all employees with a decent standard of living. Compliance with the minimum wage is therefore guaranteed in all areas of the company. Our employees are clearly and regularly informed about the composition of their pay. Overtime and overtime compensation are carried out in accordance with the relevant requirements and regulations as well as national laws. The legally defined premium is paid for overtime. Deductions from wages as a punitive measure are prohibited.

Holiday entitlement is 30 days per year instead of 24 statutory days and the regular working week is 37 hours. G. Bee GmbH is also committed to ensuring a good work-life balance and grants its employees the right to be "unavailable".

We are interested in long-term and sustainable partnerships. This also applies to our employees. The average length of employment at G. Bee GmbH is over 10 years. Part of our corporate philosophy at G. Bee GmbH is that we combine the personal goals of our employees with the goals of the company in the best possible way. We support our employees throughout the entire employee life cycle, from recruitment to individually adapted induction and further development plans through to their departure (including retirement).

## **5. Health and safety at work**

Safety in the workplace and safety regarding the use of our products are fundamental principles for G. Bee GmbH. We are committed to complying with the applicable health and safety regulations and to fulfilling our duty of care towards our employees. This includes creating a safe working environment for all employees through regular health and safety risk assessments and the provision of suitable personal protective equipment.

The aim is to protect employees from potential accidents, health hazards and occupational illnesses.

The provision of suitable protective equipment or compliance with hygiene regulations with regard to the storage and consumption of food, as well as clean toilets and drinking water, are a matter of course for G. Bee GmbH.

## **6. Environmental protection and sustainability**

G. Bee GmbH is committed to protecting our environment and declares the resource-friendly manufacture of products to be an important goal. This means that resources should be used responsibly and sparingly, and that we optimize our products for reusability and recyclability. We also strive to reduce environmental pollution and emissions throughout the entire value chain and in product use itself. This also includes avoiding air and noise emissions as well as (waste) water and operational waste. G. Bee GmbH is also aware of its responsibility with regard to chemicals and waste management.

Product quality is one of our core competencies and contributes to the long service life of our products. If a product in use requires repair, G. Bee GmbH offers to repair the product. At the end of their service life, our metal products can be recycled.

In addition, G. Bee GmbH only uses materials that comply with the health and safety guidelines of recognized institutes (e.g. Reach, RoHS, etc.).

We are committed to continuously improving our environmental and energy management system where possible in order to protect the environment and biodiversity and to integrate these ideas into supply chain management.

## **7. Responsible sourcing of materials**

G. Bee GmbH does not procure or process any raw materials itself but manufactures its products from semi-finished products such as cast and pressed parts, bars and profiles. For this reason, our semi-finished product suppliers and their raw material suppliers must have suitable guidelines in place to ensure that no conflict ma-

terials such as gold, tungsten, tin or cobalt are present in their products. The supplier must also check whether human rights violations are being committed during the extraction of raw materials and minerals. This also includes the protection of: Property or land rights, the right to self-determination and the right to security.

We require our suppliers to comply with the principles of this Code of Conduct or to apply equivalent codes of conduct. We also call on them to carefully review their supply chains and to enforce the contents of this Code of Conduct in their supply chains.

## **8. Fair competition and avoidance of conflicts of interest**

It is essential and a matter of course for us to comply with existing laws and international guidelines. Business interests can therefore only be taken into account if these legal regulations are observed and complied with. Any kind of corruption and cartel agreements are not tolerated in our company. In particular, fraud such as money laundering, bribery, kickbacks and extortion to influence third parties are prohibited.

It is the business policy of G. Bee GmbH to promote fair competition. This includes complying with all applicable antitrust laws: In particular, agreements between market participants with the aim of restricting competition are prohibited. Even informal discussions or concerted practices are prohibited if they are intended to agree on or implement a measure that restricts competition. No confidential information about prices and forthcoming price changes or about customer/supplier relationships may be exchanged during discussions with competitors.

All tasks and decisions within G. Bee GmbH must be made without being influenced by non-objective criteria. Personal interests or personal advantages must not play a role at any point. Our employees are therefore instructed at no time to accept gifts from suppliers or others who have a business relationship with the company that go beyond the usual promotional gifts. No gift may entail a perceived personal obligation.

As a company, G. Bee GmbH is obliged to familiarize its employees with the international guidelines and existing national laws on fair competition and to act as a role model for the workforce.

We expect our suppliers not to offer or provide employees with any services, gifts or other benefits that are intended in any way to influence the personal behavior of our employees with regard to the decision for or against a supplier.

### Process description to ensure fair competition

To ensure fair competition, G. Bee GmbH provides the following options for responding to violations or non-compliance with policies and guidelines. Employees are encouraged to report violations of this policy. Employees can contact the management directly or indirectly, either in written form or in a personal conversation. The indirect route can, but does not have to, be via a line manager, who then discusses the problem with the management.

In addition, our employees, business partners and third parties have the opportunity to report reasonable suspicions of violations of legal and compliance regulations or the G. Bee Code of Conduct via our whistleblower system. Further information can be found on our website. All reports will be treated confidentially and promptly.

With none of the options does the whistleblower have to fear that they will be treated unfavorably or interpreted negatively as a result of reporting violations, even if their suspicions turn out to be unjustified.

## **9. Confidentiality, data protection and information security**

We are committed to the confidentiality of all information in our possession within the framework of the law. We take particular account of tax secrecy, data protection, business secrets and other operational matters.

When collecting, processing and saving data electronically, we guarantee appropriate state-of-the-art protection against unauthorized access. We ensure that no information is disclosed to the public or the media without authorization.

We attach great importance to personal data, especially that of employees, customers and suppliers. This data is only processed if it is absolutely necessary for the fulfillment of the respective task. We comply with the provisions of the European Union's General Data Protection Regulation.

## 10. Requirements for our suppliers and subcontractors

All suppliers undertake to recognize and comply with the principles and rules described here in our Compliance Policy and Code of Conduct. We hereby request our suppliers to enforce the contents of this Code of Conduct in their supply chains. In case of fundamental questions regarding this guideline, the supplier can contact the management of G. Bee GmbH directly.

G. Bee GmbH  
Freiberg, the 5th of August 2024



Norbert Layer  
- Managing Director -



Reiner Fischer  
- Managing Director -

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### G. Bee GmbH

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