SIEBTECHNIK TEMA

Code of Conduct of SIEBTECHNIK TEMA

Dear employees,

as an international group of companies with customers, suppliers and business partners in many different countries, we are subject to a multitude of different legal regulations, values and political framework conditions in the national and international environment. For SIEBTECHNIK TEMA, it has always been part of our corporate culture to behave ethically correct in everyday business life - compliance with existing laws is self-evident for us. We have formalized this attitude in the present Code of Conduct.
Respecting and abiding by these sustainable business practices in the spirit of good corporate governance, serves to protect our business relationships and our reputation as a global operating family business. It is binding for all employees.

MANAGING DIRECTORS

SIEBTECHNIK GmbH
Germany
Scholz Pollmanns

SIEBTECHNIK TEMA Ltd.
Great Britain
Hylott

SIEBTECHNIK TEMA B.V.
The Netherlands
van Delden

SIEBTECHNIK TEMA Inc.
USA
Evers

SIEBTECHNIK TEMA S.A.S.
France
Hopfner Martinet

SIEBTECHNIK TEMA Process Equipment (Tianjin) Co. Ltd.
China
Li Palade

SIEBTECHNIK TEMA S.A.
Spain
Hernando

SIEBTECHNIK TEMA Pty. Ltd.
Australia
Kriel

Scope

The following Code of Conduct applies to SIEBTECHNIK TEMA Companies, as well as to associated companies, namely SIEBTECHNIK GmbH, SIEBTECHNIK Anlagen GmbH, TEMA Holding N.V., SIEBTECHNIK TEMA B.V., SIEBTECHNIK TEMA Inc., SIEBTECHNIK TEMA Ltd., SIEBTECHNIK TEMA S.A.S, SIEBTECHNIK TEMA S.A., SIEBTECHNIK TEMA Process Equipment (Tianjin) Co. Ltd., SIEBTECHNIK TEMA Pty. Ltd.

It applies to all employees at all levels of the company. It is an instruction to all employees and also a clear statement that violations will not be tolerated.
We seek to apply the principles of this Code of Conduct in cooperation with our business partners

1. Dealing with employees

a Equal treatment and non-discrimination

The principle of equal opportunities and respect in dealing with each other are important in our family owned group of companies. We treat all employees equally, fairly, respectfully and dignified regardless of gender, age, skin color, culture, ethnic origin, sexual identity, disability, religion or belief. This is how we create a culture of mutual trust. Qualification, responsibility and willingness to perform are promoted by us.

b Human and labor rights

We respect internationally recognized human rights and respect for such rights is supported by us. Forced and child labor in any form is strictly rejected by us and is strictly prohibited. Wherever local legislation gives employees the right to form unions and employee representative bodies, we respect this right and strive for a respectful cooperation. We recognize the right of our employees to receive fair and appropriate compensation in line with industry standards as they apply in the individual regions.

c Cooperation with employees

A close and trustful cooperation with our employees is a proven cornerstone of our entrepreneurial activities. There is a respectful, open and constructive dialogue in dealing with each other.

d Work- and Health protection

The safety and health of our employees is very important to us. Occupational safety is therefore a key factor in all operational processes and is included in our considerations during the planning phase already. The work is designed to prevent accidents and health problems.
Each of our employees is obliged to act in such a way that there is a safe working environment guaranteed. Our employees are entitled to refuse performing services on site, in case international safety standards are – in their view - not properly met or respected. We promote safety by complying with health and safety regulations and constantly strive to improve our related systems. Our department and team leaders are required to instruct and protect their staff in the exercise of this responsibility on an ongoing basis.

On our worksite in Germany we maintain the international standard OHSAS 18001:2007 / ISO 45001:2018 system for occupational health as well as the quality management system ISO 9001:2015.

In the workplace, we, under no circumstances tolerate consumption and activity under the influence of substances such as alcohol and drugs that endanger our judgment and safety at work. Within the framework of local legislation, non-smoking is an important concern for us.

2. Dealing with business partners and third parties

a Offering and granting benefits

We are committed to fair competition and strictly reject any unlawful distortion of competition. Compliance with competition and antitrust regulations always takes precedence over economic success. We emphasize on long term relationships with our customers. Good and strong competitors challenge us technologically. Competition is good in order to force us developing more innovative solutions. We therefore refrain from all actions that could lead to the restriction of trade and competition. We do not enter into any agreements that would serve such a purpose. We do not grant officials any benefits or advantages to promote our products. We will in no case tolerate corruption and bribery. In dealing with customers and business partners' donations, gifts and food invitations may only be accepted or given if they can be considered as adequate after careful comparison.

b Sustainable environmental and climate protection

Both, in the development and marketing of new products and services as well as in the operation of our production facilities, we pay attention to energy and resource efficiency as well as environmental and climate protection. We make our contribution through recycling.

c Social commitment

We are an active member of society and see our social commitment in the training of professionals for our company, and in the promotion of students. We support social institutions at the local level.

We do, however, not make any financial contributions, in particular donations, to political parties or party organizations, individual mandate holders or candidates for political office.

d Appearance and communication

The protection of personal rights, the right to freedom of expression and privacy is respected by us. However, in our media age, all employees should be aware that they can also be perceived in the private sphere as a representative of SIEBTECHNIK TEMA and are therefore requested to protect the reputation and standing of the company.

3. Conflicts of Interest

a Avoidance of conflicts of interest

Business decisions are made at SIEBTECHNIK TEMA in the interest of our group of companies. We avoid conflicts of interests with private concerns or otherwise. Potential conflicts are immediately disclosed and resolved in line with fair competition and a consistent ethical behavior always within the framework of this Code of Conduct and local legislation.

b Dealing with SIEBTECHNIK TEMA facilities

All hardware and facilities of SIEBTECHNIK TEMA our family-owned company shall appropriately be used by all employees and be protected from loss, theft or misuse.

Intellectual property represents tremendous goodwill and competitive advantage and will be defended against unauthorized access by third parties. We only use materials and immaterial property of SIEBTECHNIK TEMA for our corporate purposes.

Travel arrangements are made in accordance with the purpose of the respective business trip and in line with each company's local travel regulations. Behavior during business should be of such a nature that the company image is not damaged. Travelling is planned take into account time and cost aspects. Each business trip is approved by the respective supervisor before departure.

4. Data Protection

We protect information and business documents in a suitable manner against access and insight of unauthorized third parties.
The protection of personal data, especially of employees, customers and suppliers, has a special significance for us. We only collect or process personal data if this is absolutely necessary or legally required to fulfil the respective work task. No personal data may be collected or processed without consent of the respective person or legal admissibility.

5. Environmental protection

Compliance with environmental laws and the handling of hazardous substances is managed professional and according to the state of the art. We strive to use resources and raw materials responsibly. We pay close attention to recycling and minimizing waste. We refrain as far as possible from using environmentally harmful raw materials, materials and production processes. On our worksite in Germany we maintain a certified energy management system in accordance with ISO 50001:2011 and an environmental management system according to ISO 14001:2015.

Note and contact

If you have any questions about this Code of Conduct you should always contact your supervisor and/or our owner with the following contact details:

Mr. Christian Steinhaus | phone: +49 208 5801 402 | e-mail: c.steinhaus@siebtechnik.com

You can contact our internal reporting office - established in accordance with the regulations of §§ 7 HinSchG - at www.stafag.de or by telephone at +49 208 580 461 if you have obtained information about violations in connection with your professional activities in our company. Your concerns related to this Code of Conduct will be taken seriously and will be treated confidentially.

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WB315e 06/2026