

# Corporate Guidelines of the Körber Business Area Technologies

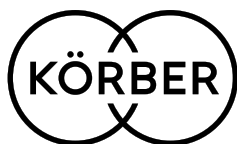
Responsible for the document: Executive Board Business Area Technologies

Valid from 01 January 2021

Version 3.0

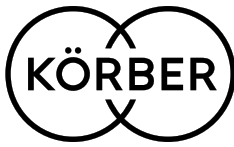
## Modification log

Date	Modification	Type of modification
May 2021	Respect was added as company value	Addition
24 Jun 2022	Specifying details, introduction whistle-blower process	Textual, addition
01 Sep 2022	Rebranding from Corporate Guidelines of the Körber BA Tobacco to Körber Business Area Technologies	Rebranding



## Contents

1	Introduction .....	3
2	Our values .....	3
2.1	Respect .....	3
2.2	Customer satisfaction .....	3
2.3	Innovation .....	4
2.4	Connecting people and knowledge .....	4
2.5	Responsibility .....	4
2.6	Focus on the future .....	4
3	Guiding principles of our conduct.....	5
3.1	Human rights.....	5
3.2	Compliance with legal requirements.....	5
3.3	Compliance with labour law and collective bargaining provisions .....	5
3.4	Career Management .....	5
3.5	Child labour / Employment of young people / Forced labour .....	6
3.6	Environmental protection .....	6
3.7	Fair competition .....	6
3.8	Avoidance of conflicts of interest .....	6
3.9	Bribery and corruption .....	6
3.10	Handling of assets .....	7
3.11	Combating money laundering.....	7
3.12	Compliance with export control and sanctions regulations .....	7
3.13	Data protection & information security.....	7
3.14	Suppliers & Subcontractors .....	7
3.15	Whistle blower protection.....	8
4	Implementation.....	8



## 1 Introduction

The Business Area Technologies is part of the international technology group Körber, with 12,000 employees at more than 100 locations worldwide.

We develop customized solutions in the areas of machinery, equipment, software, measuring instruments, flavors, and services with a focus on the food and beverage industry. With passion, precision and performance, we deliver and integrate powerful technologies to help our customers to outperform.

Körber Technologies GmbH is the leading company in the Körber BA Technologies and has its headquarters in Hamburg, Germany.

Why are Körber BA Technologies corporate guidelines needed? Because it is hard to find the right way without an internal compass. Körber BA technologies has committed itself to six values and ten guiding principles to provide orientation. They enable us to measure our own behavior and be measured by others. Our values describe our standards, our attitudes, and our spirit. They help us to achieve the optimum benefit for our customers and long-term business success.

Based on the Körber AG Code of Conduct<sup>1</sup>, this corporate guideline shows how we want to act and make decisions. This corporate guideline of the Körber BA Technologies is specified and supplemented by binding guidelines and strategies for individual topics and areas<sup>2</sup>. They serve to protect the individual and to protect our company.

The guidelines apply to our worldwide business activities, whereby international as well as the respective national laws, regulations, guidelines, and process instructions must be complied with.

## 2 Our values

### 2.1 Respect

We behave in an appreciative and respectful manner. We respect the dignity and rights of every individual. We are committed to respecting human and labour rights in our own activities. We promote respect for human and labour rights in our relationships with business partners along the value chain.

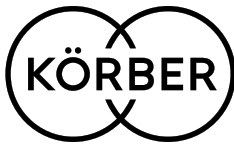
### 2.2 Customer satisfaction

We understand our customers. We know their individual and subjective requirements of us, our products, solutions, and services. We help them to develop new products, to optimize production processes and access new markets. In a nutshell: we don't just want to satisfy our customers; we want to inspire them.

---

<sup>1</sup> [Körber AG Compliance & CoC](#)

<sup>2</sup> [Guideline for Sustainable Purchasing, Human and Labour Rights, Environment, Health & Safety Policy](#)



## 2.3 Innovation

Every day a new experience, a new insight, a new idea: We continuously question the existing way to find the better way. An attentive and curious mindset helps us to develop outstanding innovations for our customers. We keep an eye on quality, technical requirements, and costs always. And we invest time and energy in building close partnerships. This keeps us at the forefront of our industry.

## 2.4 Connecting people and knowledge

Even the best ideas are useless if we do not share them. At Körber BA Technologies, we create the conditions for people to network, share their knowledge, and exchange ideas openly. We trust each other's skills and performance and learn from each other. We respect each other when working together. We value diversity in our global teams and use it as a key strength.

Our cooperation is based on fairness, trust, and reliability. We live teamwork, diversity, mutual respect, and appreciation.

We stand for equal treatment of all employees, regardless of their ethnic or social origin, nationality, gender, age, culture, sexual identity or orientation, physical characteristics, religious affiliation or world view or political conviction. We actively promote equality and equal opportunities.

Open communication characterizes our dealings with employees and business partners. The advantage: we build partnerships based on trust.

We guide our employees in accordance with these fundamentals, hire accordingly and promote and develop our employees accordingly.

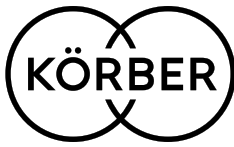
## 2.5 Responsibility

We accept responsibility every day – for the quality of our products, for our behavior toward customers and suppliers, for the protection of our environment, for society as a whole. But especially for our employees. Körber BA Technologies encourages and challenges them. Gives them space to grow and develop. Offers them recognition and trust. Our employees seek out challenges and grow with them.

The Körber BA Technologies operates worldwide – we are aware of our responsibility to act globally. We comply with legal, social, and ecological rules and standards worldwide, and act and make decisions at all levels in accordance with our internal business ethics fundamentals.

## 2.6 Focus on the future

Progress and tradition – the foundation stones of our success. Körber BA Technologies keeps what is good and tested, and redesigns products and ideas that have fallen behind the times.



We work directly, with a clear focus and based on a well-defined strategy. This gives us orientation.

## **3 Guiding principles of our conduct**

### **3.1 Human rights**

We behave in an appreciative and respectful manner. We respect the dignity and rights of every individual. We are committed to respecting human and labour rights in our own activities. We promote respect for human and labour rights in our relationships with business partners along the value chain.

The Körber BA Technologies is committed to respecting human rights as a core element of responsible business conduct and is also committed to this throughout its value chain. The United Nations Guiding Principles on Business and Human Rights provide important guidance for the Körber BA Technologies<sup>3</sup>.

Any form of discrimination, harassment or other dishonest conduct based on sex, age, race, color, ethnic or national origin, religion, belief, sexual identity or orientation, marital status, disability, or any other characteristic protected by law is unacceptable.

### **3.2 Compliance with legal requirements**

In all our activities, we comply with applicable laws, regulations, standards, guidelines, and the numerous industry-specific requirements. We refrain from doing business and achieving internal goals if this can only be achieved by breaking the law<sup>4</sup>.

### **3.3 Compliance with labour law and collective bargaining provisions**

We observe the regulations on occupational health and safety, the minimum wage, and the applicable collective bargaining law. We also take responsibility for the health and safety of our employees. This includes the containment of risks by ensuring the best possible precautionary measures against accidents at work and occupational diseases, as well as the proper instruction of our employees in the potential hazards of the respective workplace. We secure training positions and jobs.

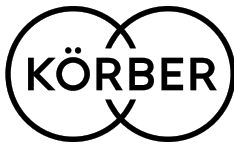
### **3.4 Career Management**

The competences of our employees are the basis for the further development of our know-how and thus ensure market leadership in the Körber BA Technologies. If each employee has the professional, methodical, social, and personal competences that are currently and, in the future,

---

<sup>3</sup> See Human and Labour Rights Directive Körber BA Technologies

<sup>4</sup> <https://www.koerber.com/en/compliance-and-code-of-conduct>



necessary for the successful handling of tasks and the achievement of goals, an essential prerequisite for the company's success is ensured. Managers promote and support this process in consultation with their employees. Human Resources Development (HRD) advises and supports managers and employees in questions of qualification, further development, and all kinds of individual or joint learning processes.

### **3.5 Child labour / Employment of young people / Forced labour**

We assure to comply with the provisions of the International Labour Organization's core labour standards and conventions of the United Nations for the prevention of child labour, forced labour, bonded labour and/or undeclared work. We respect the right to freedom of association and collective bargaining.

### **3.6 Environmental protection**

We are committed to environmental protection and the conscious use of natural resources. That is why we handle resources and pollutants responsibly and take into account the development and spread of environmentally friendly technologies. In this context, we declare that we comply with all environmental regulations and to promote environmental protection.

### **3.7 Fair competition**

We are committed to fair competition with our competitors and business partners in accordance with existing market economy rules. There are no agreements restricting competition.

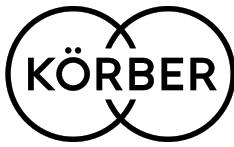
Antitrust law serves to secure and maintain free and genuine competition in the interest of all market participants.

### **3.8 Avoidance of conflicts of interest**

We make decisions solely in the interests of the company. Private and non-company matters have no influence on corporate decisions.

### **3.9 Bribery and corruption**

Corruption, including extortion and bribery, is rejected in every type of business transaction at home and abroad. We refrain from doing business and achieving internal goals should it be necessary to break the law to do this.



### **3.10 Handling of assets**

We are committed to protecting and preserving the assets entrusted to us. For this purpose, we use the most modern techniques, products, and processes. Every employee is instructed in the responsible handling of third-party property.

### **3.11 Combating money laundering**

The Körber BA Technologies only works with reputable business partners who operate within the framework of legal regulations and do not use illegal financial resources. Every employee must comply with the laws against money laundering and report any suspicions of money laundering immediately.

### **3.12 Compliance with export control and sanctions regulations**

Each employee must comply with all regulations and laws that restrict free foreign trade for security and foreign policy reasons. Export bans and restrictions, as well as sanctions against countries, organizations, and persons, including the restriction of payment channels, must be observed without exception.

### **3.13 Data protection & information security**

We process personal data exclusively in accordance with the provisions of data protection law. All information and knowledge about our business partners which is subject to secrecy, and which becomes known to us within the scope of the services will be treated confidentially and will not be disclosed. We use the information obtained only for the purpose of processing and proper implementation of the business relationship. All employees are obligated to maintain confidentiality in the handling of personal data.

### **3.14 Suppliers & Subcontractors**

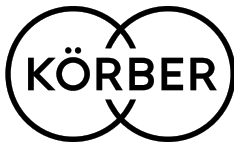
We oblige our suppliers and subcontractors to take note of the contents of the above guidelines and to comply with them.

We work in partnership with our suppliers. Our Business Ethics Policy applies to our business activities worldwide. We demand equally lawful and fair conduct from our suppliers. We expect compliance with the Körber AG Supplier Code of Conduct<sup>5</sup> and the Körber BA Technologies Sustainable Purchasing Policy<sup>6</sup> and the application of the same social and legal standards as we implement in the Körber BA Technologies. We select our suppliers and contractors through fair and transparent processes and regularly review our existing relationships based on defined sustainability criteria. We do not tolerate any misconduct such as corruption, unfair competition,

---

<sup>5</sup> [Körber AG Supplier CoC](#)

<sup>6</sup> [Sustainable Purchasing Guideline Körber Technologies](#)



violation of environmental regulations or undignified working conditions. We consistently pursue violations.

### 3.15 Whistle blower protection

We work together openly and in a spirit of trust. To give our employees, suppliers, service providers, and subcontractors an anonymous way to report serious deviations from these guidelines and the Körber AG Code of Conduct, the Körber Group has set up a whistle-blower channel. Via the link documented in the footnote<sup>7</sup>, all internal and external stakeholders concerned can, while retaining their anonymity, provide concrete information on serious violations of the Körber AG Code of Conduct and the Corporate Guidelines of the BA Technologies in the areas of human rights, corruption, competitive behavior, and protection of corporate assets. Providing your name or other contact information is voluntary. The contact form will be converted into an e-mail which will be sent from this website to the Compliance Counsel (Corporate Legal) of Körber AG. The information on this server will then be deleted. Körber AG as the operator of this website only learns the name of the Internet Service provider, the IP address, and the time of access to the website.

## 4 Implementation

The Körber BA Technologies will ensure in an active and ethically responsible manner that the corporate guidelines are followed. All Körber BA Technologies employees must support these principles and live them in their daily actions.

Actions that are inconsistent with these principles must be corrected immediately. Violations are subject to appropriate disciplinary action, which may include termination of employment and claims for damages.

As we strive to continuously improve, our corporate guidelines will be revised in the future as needed, latest in five years from now.

CEO Jürgen Spykman

25.08.2022

---

<sup>7</sup>Whistle blower contact form