

Code of conduct



Reference work of our
corporate policy

Hand in hand for tomorrow

Editorial



In order to live our claim – hand in hand for tomorrow – successfully, it is important that every employee has the same self-conception to our corporate values, targets, and code of conduct.

For us, employees and managers of SCHUNK worldwide ("SCHUNK"), respectful and trustful interaction, our values, but also the conscious perception of social and ethical responsibility, in addition to the quality of work, form the basis for the success of our company. We can only maintain our social and ethical responsibility if we ensure that unfair practices by managers and employees of SCHUNK worldwide is excluded.

We see these basic rules as a reference work of our corporate policy. The Code of Conduct is both a binding framework and orientation for our daily actions and decisions.

Our SCHUNK-values

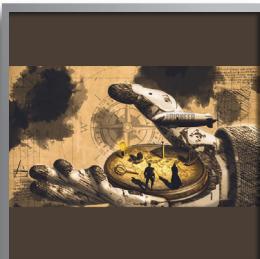
Our six values pioneering spirit, caring culture, reliability, appreciation, quality and transparency are part of our corporate culture and serve as guidelines for our daily actions. They are our "DNA":

Pioneering Spirit

SCHUNK has been considered a pioneer in clamping technology and gripping systems for decades. Quickly, decisively, and confidently, SCHUNK recognizes and seizes opportunities, shapes technologies and changes markets. Pioneering spirit at SCHUNK means: "We tackle opportunities and issues where we can grow with courage and energy."

Reliability

Being reliable means meeting a certain expectation and delivering an honest performance of what is agreed upon. At SCHUNK, this means: "We act with commitment, care, and honesty to achieve top performance together."



Pioneering Spirit



Reliability

Caring Culture

The culture of caring is what defines us as a family business, it gives a face to our value proposition and creates a personal relationship with our customers. At SCHUNK, caring culture means: "We inspire customers with a high level of personal commitment when we help them achieve their goals."

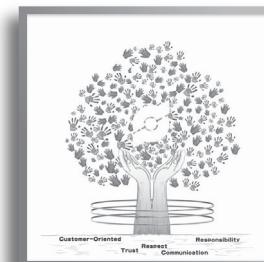
Appreciation

Appreciative interaction and polite togetherness are the basis for every good relationship and a successful team.

Appreciation at SCHUNK means: "Our mutual trust in each other and the commitment to cooperation at eye level makes us a strong, successful team."



Caring Culture



Appreciation



Quality

Quality at SCHUNK means: "With experience and expertise, we are setting standards and show style in everything we do."

Clarity

Clarity is an important foundation for a long and trusting customer relationship. At SCHUNK, this means: "With a clear outlook on market developments, we provide answers on complex questions of the future."

Particularly in the global age and in a world that is becoming increasingly networked and complex, we uphold the values of our organically grown family company. They are the basis for all our activities, our cooperation, and the benchmark in our careful dealings with our customers.



Quality



Clarity

"Compliance guidelines create confidence, they serve to protect the company and the employees."

Kristina I. Schunk
Chief Executive Officer, CEO

Ethical rules of behavior



Human rights, prohibition of discrimination

We value individual diversity at SCHUNK. We respect different values and cultures and do not tolerate kind of discrimination. In particular, any form of discrimination on the basis of gender, skin color, ethnic origin, disability, age, sexual identity and orientation, sexual identity and orientation, religious affiliation, ideology or We respect different values and cultures and do not tolerate any kind of discrimination. In particular, any form of discrimination based gender, skin color, ethnic origin, disability, age, sexual identity and orientation, religious affiliation, ideology or other personal characteristics. We already implement this principle in our fair, transparent and performance-based recruitment process. We do not support the misappropriation of land, forests and water bodies, the use of which secures a person's livelihood of a human being.

We recognize the principles of respectful, fair and loyal treatment of each other. We respect and support the observance of internationally recognized human rights.

Combating of corruption

Corruption prevents progress and innovation, distorts competition and can significantly damage SCHUNK's reputation and financial integrity. SCHUNK therefore rejects and combats all forms of corruption.

Corrupt behavior is often directly related to the granting of benefits from and to business partners (invitations, gifts, donations, etc.). Therefore, these circumstances are subject to special requirements. Hence, we follow recommended actions in the **Anti-Corruption Guideline**.



Prohibition of money laundering & terrorist financing

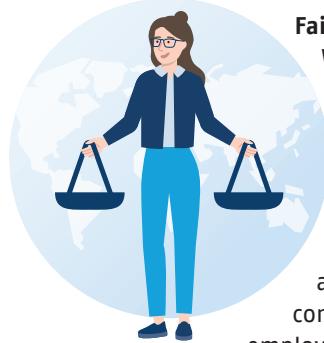
Almost all countries in the world have laws against money laundering and terrorist financing. Money laundering occurs when funds or other assets derived directly or indirectly from criminal acts are brought into the legal economic cycle and their origin is thus concealed. Terrorist financing occurs when funds or other resources are made available for terrorist crimes or to support terrorist organizations.

Liability for money laundering does not require the participant to be aware that money is being laundered through the legal transaction or transfer in question. Even unintentional participation in money laundering can result in severe penalties for all parties involved.

We therefore carefully verify the identity of our customers, business partners and other third. Our goal is to maintain business relationships with reputable partners whose business activities, are in compliance with the law and whose operating resources are of legitimate origin.

We are vigilant and investigate suspicious behavior by customers, business partners and other third parties. If there are indications that may give rise to such suspicion, we immediately contact our supervisor or the Compliance Manager.

We comply with all applicable record-keeping and accounting requirements for transactions and contracts within our area of responsibility.



Fair competition and purchasing

We act in accordance with national and international competition and antitrust law and do not participate in price fixing, market sharing or collusions with regard to customer or markets and bid rigging. Violations of competition and antitrust laws are prosecuted worldwide by antitrust and law enforcement authorities and can lead to sanctions that threaten the existence of the company as well as to suspensions of contracts for participating companies and to significant sanctions for managers and employees. In this context, we observe the provisions set out in the Antitrust Policy.

Avoidance of conflicts of interest

A conflict of interest exists when professional decisions are made under the influence of personal interests or private connections. Situations in which there is a risk of biased judgment are to be avoided.

Any unilateral favoritism or unjustified disadvantage of a business partner must be prevented.



We respect the personal interests and private lives of our employees and supervisors. Nevertheless, it is important to us to avoid conflicts between private and business interests, or even the appearance of such conflicts. We make decisions solely on the basis of factual criteria and do not allow ourselves to be influenced by personal concerns and relationships.

We avoid even the appearance of a conflict of interest and disclose any apparent or actual conflict of interest to our supervisors or Compliance Manager.



Fair employment, working hours and remuneration

SCHUNK is committed to fair employment conditions and combats undeclared work and other illegal employment of workers. Forced labor, modern slavery or comparable measures that deprive people of their freedom are prohibited. The use of security personnel for the surveillance of employees will not be tolerated. All work must be voluntary, and it must be possible to terminate the employment relationship.

The protection of children is an essential anchor of international human rights. We are committed to these fundamental rights and reject any form of child labor.

The applicable national law on working hours must be observed. If no legal regulation exists, the international standards of the ILO shall apply.

The remuneration of employees must comply with the applicable national laws and guarantee the minimum income and social benefits applicable and to be guaranteed in each case.



Freedom of association

We respect the right of employees to freedom of association, freedom of assembly, and collective bargaining, to the extent that this is legally permissible and possible in the respective country in which we operate. If this is not permissible, we seek appropriate compromises for our employees.

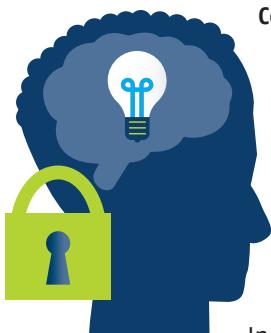


Safety at work

We ensure occupational safety and health protection at the workplaces.

In order to avoid the risk of accidents, occupational illnesses or other health impairments as far as possible, we comply with the legal requirements and the national safety standards applicable at the site.

We comply with safety and environmental regulations and take care not to endanger ourselves or others.



Confidential information and intellectual property

SCHUNK has valuable know-how at its disposal. This knowledge is the basis of our business success and is therefore subject to a special interest in protection.

We handle confidential information carefully and do not pass it on without authorization. We pay particular attention to information relating to know-how, patents, trade and business secrets.

In this context, we observe the statements in the **IP Guideline** and **Business Secrets Guideline**.



Data protection, Information security and IT security

Special legal regulations exist for the protection of personal data. Personal data of all kinds must therefore be carefully protected against unauthorized access and misuse.

We do not store or download any content from the Internet or other third-party systems in SCHUNK's network, unless this is for professional reasons. The use of our IT systems for illegal purposes is not permitted.

Detailed regulations on data protection and the handling of IT can be found in:

- **EDV Guideline**
- **Guidelines for Information Security Management (ISMS)**
- **Guideline on data protection**
- **Policy on data protection**

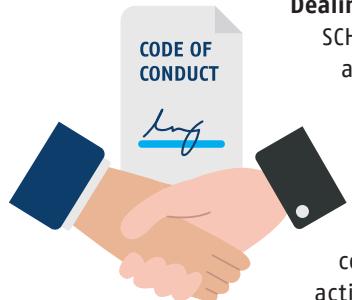
If you have any questions, please contact SCHUNK's Data Protection Officer or Information Security Officer.



Export control

We comply with all foreign trade, embargo and customs regulations. All employees involved in the import and export of goods, services or technologies, as well as payment transactions are obliged to comply with the applicable economic sanctions, export control and import laws and regulations, as well as all guidelines and processes related to their business activities.

In this context, we also observe the statements in the **International Trade Controls Guideline**.



Dealing with business partners

SCHUNK works with its business partners in a spirit of trust and on a business basis that is fair to both sides. SCHUNK also expects law-abiding and honest conduct from its business partners.

In particular, suppliers and other third parties of SCHUNK are obligated to acknowledge our Code of Conduct and to comply with the regulations set forth therein prior to their actions.



Dealing with conflict minerals

We take due diligence measures to avoid the use of conflict minerals in our products in order to prevent human rights abuses, corruption, and funding of armed groups or the like.



Communication

SCHUNK emphasizes clear and open communication with employees, business partners and the press. We all have a responsibility to follow internal regulations when communicating in order to ensure a uniform and consistent appearance of our company.

We therefore do not make public statements on behalf of our company and always refer inquiries to the Corporate Marketing Department: presse@de.schunk.com

When we express ourselves at public, professional or cultural events or on the Internet, we make it clear that it is only our personal opinion.

We consider the **Social Media Guideline** for the "Proper Conduct on Social Networks".



Identification of counterfeit parts

SCHUNK uses only products from approved suppliers purchased in-house. Deliveries are controlled by regular incoming goods inspections – quantitatively as well as qualitatively. Our purchasing department is also required to pay attention to the following issues for the identification of counterfeit parts:

- Does the packaging look genuine?
- Do the accompanying conformity documents look genuine?
- Is there evidence of subsequent changes to seals or product sheets?
- Can it be verified that the results stated on the conformity documents meet the buyer's criteria?

Beyond incoming inspection, our suppliers are required to establish quality assurance processes to identify defects on their part and implement corrective actions. Effective procedures must be in place to detect counterfeit parts and materials, notify recipients of counterfeit parts and materials when justified, and exclude them from the products to be supplied.

"Integrity is the foundation of our actions. Our Code of Conduct provides the guidance we need to work together responsibly and successfully."

Lena Trimpin
Head of Legal & Compliance



Environmental responsibility

Sustainable environmental and climate protection and resource efficiency are important corporate goals for us. We all have a responsibility to use natural resources sparingly and to contribute to protecting the environment and climate through our individual behavior. To this end, we are gradually reducing emissions that are harmful to the climate and health and ensuring that our day-to-day business activities are optimized in terms of resource, material and energy efficiency.

Where reasonable and possible, we increase the energy efficiency of our products and reduce emissions and waste generated during operation.



Compliance organization and implementation

Compliance is a task for the entire company, to be performed equally by managers and employees. In addition to fulfilling their role model function, managers, with the support of the Compliance Manager, have the special task of ensuring that all employees in their area of responsibility are aware of this Code of Conduct and the associated **compliance guidelines** and that these are also followed.

We make appropriate and reasonable efforts to continuously implement, document and apply the principles and values described in this Code of Conduct and related guidelines. All employees are made aware of the contents of the Code of Conduct and receive training on relevant topics.

Compliance notification

Inappropriate behavior is actively addressed at our company. This Code of Conduct combines our fundamental ethical values with the expectation of compliant behavior. Together, we protect us and the company by addressing what is not right. Should you have any questions or uncertainties regarding this Code of Conduct or SCHUNK's related compliance policies, please contact your supervisor or the Compliance Manager.

In the event of suspected violations of this Code of Conduct or SCHUNK's compliance policies, the following email address is available to us:
compliance@de.schunk.com

In addition, SCHUNK has an anonymous whistleblowing system. If we wish to submit an anonymous report or a report under the German Supply Chain Due Diligence Act, the whistleblowing system is available to us. Reports are handled by our Compliance Manager. The following link is available for this purpose:
<https://schunk.integrityline.app/>

Alternatively, an anonymous report can be submitted to the following postal address:

**Compliance Whistleblower System
SCHUNK SE & Co. KG
Bahnhofsstraße 106-134
D-74348 Lauffen am Neckar**

