

**bo** | parts



# CODE OF CONDUCT

Code of Conduct for the bo parts Enterprise



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**YOUR PARTNER  
FOR LOW VOLUME  
PRODUCTION.**

## 1. INTRODUCTION

All bo parts employees around the world are bound by the rules of this Code of Conduct, which outlines the values, principles, and behaviors that shape the bo parts' corporate conduct. The management's aim is to ensure compliance with ethical standards and create a working environment which cultivates integrity, respect, and fair behavior. A corporate policy which strictly promotes compliance with

laws and principles are in the company's best interest in the long run.

This Code of Conduct has been agreed on by bo parts management and approved by shareholders.



80 PARTS GUIDING PRINCIPLES AND COMPLIANCE GUIDELINES

# PRACTICING VALUES

## SHAPING THE FUTURE TOGETHER

### WE ASSUME RESPONSIBILITY.

We assume responsibility in the areas of expertise with which we've been entrusted.

Adhering to deadlines, budgets, and technical standards is the foundation for our high quality of work. We're open about mistakes and address problems early on. As a learning organization, we exploit our potential for improvement.

### WE PRACTICE COOPERATIVE PARTNERSHIP.

We set ourselves apart through active partnerships with our customers, suppliers, and employees.

Our collaborations are based on courtesy, appreciation, mutual respect, and trust.

### WE ARE CREATIVE AND INNOVATIVE.

We're fully dedicated to achieving the best solution. We're open to changes and see them as positive. We use our know-how creatively and proactively promote developments.

We work with a high level of endurance, a focus on goals, and reliability in order to achieve success as a team, all while focusing on the interests of the company as a whole.

### WE OBSERVE LAWS AND ETHICAL GUIDELINES.

For us, compliance with legal provisions and ethical standards is a must. We've implemented binding compliance guidelines and monitor adherence to them.

We're fully committed to fair and legally compliant conduct in competition and thus ensure our quality and company success in the long run.

### WE ACT SUSTAINABLY.

We take our responsibility towards society and the environment very seriously. We see sustainable operation in terms of the environment, profitability, and social aspects as a company task, for which we want to cultivate qualified staff and promote their loyalty. In this respect, occupational safety and health protection play an important role for us. We maintain an active management culture and greatly value continuous development.



### 3. THE MANAGEMENT'S COMMITMENT

bo parts is committed to operating in a way that is responsible, socially aware, and eco-friendly, and thus makes every effort to do business professionally and ethically and, in all markets in which it is active, protect fair competition by complying with applicable laws on cartel bans, competition, and trade restrictions. Unfair advantages over customers, sup-

pliers, and competitors are to be avoided. Furthermore, bo parts will also promote compliance with the content of this Code of Conduct among its suppliers and throughout the rest of the value chain as much as possible.

## 4. LEGAL PROVISIONS

### 4.1 Compliance With Laws and Other Provisions Both Domestically and Internationally

As in all business decisions and activities, bo parts makes every effort to observe the applicable laws and any other binding provisions both domestically and internationally in the long run. Integrity and honesty promote fair competition, including in the relationships we

have with our customers and suppliers. bo parts does everything in its power to ensure compliance with human rights in accordance with the applicable charter of human rights and, more importantly, rejects child and forced labor.





## 4.2 Conflicts of Interest

bo parts expects its employees to be loyal to the company.

All employees must avoid situations in which their personal or financial interests conflict with those of the bo parts enterprises. It is therefore prohibited to own shares of competitors, suppliers, or customers and to enter into business relationships with them on a personal level if these could lead to a conflict of interest. The interests of bo parts may not be

impaired by situations of conflict.

These kinds of conflict of interest can occur in many situations: employees may not accept any benefits, regardless of the form, if common sense dictates that they could have an influence on the bo parts enterprise's business decisions or transactions. Invitations must remain within the realm of what is considered to be customary business hospitality. Employees should not use their position

in the bo parts enterprise to obtain direct and/or indirect personal benefits by providing access to confidential information. All employees are required to promote the legitimate interests of bo parts as far as possible. Any form of competition with the company is to be avoided.

Any potential or current conflicts of interest must be reported and discussed with the appropriate supervisor.



### 4.3 Anti-Corruption

bo parts does not tolerate corruption or bribery. Behavior that leads to dishonest business practices will not be tolerated. bo parts employees may not offer business partners any benefits or receive or accept any benefits from business

partners which could have an influence on objective, fair business decisions or which could be perceived as such.

### 4.4 Insider Rules

All bo parts employees are required to comply with the insider rules of the Securities Trading Act (WpHG), particularly the prohibition of insider trading. This applies to employees in particular who have access to nonpublic information about bo parts, its subsidiaries, and/or holding companies, or a company with which bo parts does business.

If a bo parts employee obtains such information which a sensible investor would consider to be important for making an investment decision, this employee may not share this insider information with other people until the information is made public. The use of important, nonpublic information may represent a breach of law.

This type of insider information includes, for instance, business management plans, the launch of new products or manufacturing methods, company transactions, bo parts sales and profitability, key contracts or business connections, financial information, or important legal disputes.





## 4.5 Confidentiality and Data Protection

A significant portion of business information in the bo parts enterprise is confidential or protected by law, requiring an obligation to maintain confidentiality. This does not apply if disclosure of the information has been approved by bo parts or is required by law or regulations.

The obligation to maintain confidentiality applies in particular to intellectual property, including trade secrets, patents, brands, and copyrights, business and marketing plans, designs, business documents, salary data, and any other undisclosed financial data and reports.

bo parts uses all personal information about employees, customers, business partners, suppliers, and any other third parties carefully, treating it with confidentiality in full compliance with data protection laws. This information must be protected with the utmost care.

## 4.6 Use of Internal Knowledge

All bo parts employees are required to ensure a fast and seamless exchange of information within the company. Information must be passed on to the appropriate departments correctly and in its entirety, as long as there are no exceptions with overriding interests, due in particular to obligations to maintain confidentiality. Relevant knowledge may not be wrongfully withheld, falsified, or selectively passed on.

Dishonest reporting within the company or to third-party organizations or people is strictly prohibited. All bo parts financial statements, annual reports, business documents, and account books must correctly reflect business events and transactions and comply with legal requirements, as well as the accounting principles and the internal accounting procedures of bo parts.

## 5. SOCIAL AND ENVIRONMENTAL SUSTAINABILITY

### 5.1 Acquiring and Cultivating Employees and Promoting Loyalty

bo parts ensures occupational health and safety in the workplace within the framework of the applicable legal provisions. We promote continuous development for further improvement of work quality at all times. Managers have full confidence in their employees, set clear, ambitious, and realistic goals, and provide their employees with as much responsibility and freedom as possible. bo parts owes its success to the knowledge, experience, and dedication of each and every employee. bo parts meets its

demand for skilled workers and expands its team of specialists through ongoing employee training, as building a long-term relationship with its employees based on trust is very important to the company. Fair, open interaction with one another based on understanding and tolerance is a standard for bo parts as a global company.

### 5.2 Social Commitment

A company needs to be socially accepting to ensure its success over the long term. bo parts' reputation is influenced and shaped by the conduct, actions, and behavior of each and every employee in all locations. It's therefore essential that all employees take bo parts' reputation in society into account and focus on this principle as they do their work. With the

'Donations instead of gifts' initiative, bo parts has been donating money to people in need rather than buying gifts for years. bo parts is also highly active in its support within its region.





### 5.3 Occupational Health and Safety

Occupational health and safety are a top priority at bo parts. To avoid health risks, occupational health and safety guidelines need to be observed at all times. Everyone is responsible for occupational health, while it's important that managers act as role models. All safety guidelines are always strictly enforced when planning production processes to minimize the risk of accidents and to ensure seamless operation of production processes. The relevant managers attend to their responsibilities

and obligations and ensure that their employees are carefully selected and trained in line with the latest safety standards. Comprehensive implementation of occupational health and safety is a top priority at bo parts and any deficiencies are immediately remedied.

### 5.4 Environmental Sustainability

bo parts observes sustainability principles and standards at all times and assumes responsibility for the environment, as long-term success wouldn't be possible without sustainable operations. It's therefore extremely important to bo parts to protect the environment for both present and future generations and comply with all applicable environmental regulations and guidelines at the manufacturing facilities.

bo parts is aware of the environmental effects of its business activities, the scarcity of resources, and its responsibilities towards future generations. In addition to optimizing social and environmental sustainability, bo parts has also dedicated itself to developing and implementing environmental sustainability measures, which should improve its environmental balance and help reduce pollution.

bo parts sees the development of its products and manufacturing processes as well as its use of resources as key starting points. Incorporating environmental innovations into the process of developing new products and manufacturing technologies is important for bo parts in its efforts to optimize the use of resources and enable recycling. bo parts takes a sustainable approach to its own manufacturing processes by using eco-friendly supplies and modern manufacturing technologies.

## 6. IMPLEMENTATION OF THE CODE OF CONDUCT

The rules contained in this Code of Conduct form the core of bo parts' corporate culture. Uniform compliance with these principles is indispensable, for which each and every employee is responsible.

If an employee has any issues or complaints related to the points laid out in this Code of Conduct or if he or she has information regarding a potential breach of the conduct guidelines contained herein, he or she should immediately consult his or her supervisor, so that the issue may

be resolved. This may also be done anonymously or in confidence. If the employee is not satisfied with the way in which the issue has been resolved, he or she may present their issue or complaint to the legal or HR department in addition to their supervisor. bo parts will not respond with oppressive measures to complaints made in good faith within the framework of this Code of Conduct.

## 7. RESPONSIBILITY

All bo parts employees and managers are bound by the rules of this Code of Conduct. Breaches of this Code of Conduct will lead to consequences. In more seri-

ous cases, this may result in termination of employment.



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