

Company Policy

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As a multinational company and therefore part of the overall global system, we see our daily behavior as a contribution to the implementation of the principle of sustainability. As a commercial enterprise, we acknowledge our special responsibility and want to make our contribution to preserving natural living conditions. Our company policy represents the foundation for this behavior.

This corporate policy is relevant to all employees and contractors working for or on behalf of ST Extruded Products Group (STEP-G) and ST Germany (STD). All visitors are also requested to comply with this policy. Each of the above-mentioned groups is responsible for compliance with this policy at the locations in Bitterfeld (GER), Bonn (GER), Hettstedt (GER), Vogt (GER), Duffel (BEL), Traun (AUT) and Tianjin (PRC).

The fundamental basis are management systems in accordance with current international standards, listed at [https://www.step-q.com/de/download \(German\)](https://www.step-q.com/de/download (German)) or [https://www.step-q.com/download \(English\)](https://www.step-q.com/download (English)). These systems rely on continuous improvements according to the PDCA model in the areas of health and safety, environmental protection, quality management, information security and social. The targets of the management system are regularly measured, evaluated, documented and communicated (as well in dialogue with politics, authorities, general public and social groups of interest). Having a transparent corporate culture is a matter of course for STEP-G. We monitor compliance with effectiveness through regular audits.

STEP-G, like its suppliers and service providers, undertakes to comply with the applicable laws, regulations, directives, standards and other requirements. For this purpose, we allocate all necessary resources (human resource, time, finance, etc.) as well as all relevant information.

We consider the requirements for health, safety and environment protection already during the process of development for new products and processes of production. Therefore, we use every opportunity to save energy and resources and to avoid, reduce or recycle pollutants, noise emissions and waste. In addition, we utilise valuable substances in an appropriate way and properly dispose of what cannot be recycled. We are responsible for monitoring and controlling our facilities and processes as well as air, water, waste and noise.

Every single employee at our company is encouraged to make an active contribution to environmental and climate protection. Through information and trainings, we qualify our employees to act in an environmentally conscious manner. All workplaces are designed to preventively protect the health and safety of our employees.

HEALTH AND SAFETY – ZERO RISK

Our top priority is protecting the health and safety of every employee, visitor and contractor. Each individual is required to carry out their activities safely and to report unsafe conditions in order to avoid accidents, injuries and illnesses.

We are committed to provide safe and healthy working conditions, preventing work-related injuries and illnesses, and consulting and involving employees or their representatives.

In addition, we are dedicated to make workplaces safer and healthier using the following STOP principle:

- (S) Elimination of the hazard or substitution with less hazardous work processes, operational procedures, working materials or work equipment
- (T) Application of technical measures
- (O) Changing the organization of work or applying administrative measures, including trainings
- (P) Use of adequate personal protective equipment

Moreover, the health and safety of the employees during their leisure time are important.

We support and assist our employees and conduct action- and health-programs in this regard.

ENVIRONMENTAL & CLIMATE PROTECTION – FOR OUR PLANET

Taking economic aspects into account, we constantly strive to conserve and use resources efficiently, as well as to avoid waste and emissions. Preventive inspections, services, maintenance and repairs avoid hazardous incidents and failures. The environmental aspects and the results of the actions are regularly checked and updated. We commit ourselves to continuous improvement of our environmental performance. Therefore, STEP-G allocates all necessary resources (human resource, time, finance, etc.) as well as all relevant information.

The respect for the environment as well as the personal responsibility and environmentally conscious behavior are constantly communicated and encouraged. In all our actions, we are guided by the 1.5° climate target in order to pass on an environment worth living in for future generations.

QUALITY MANAGEMENT – ZERO DEFECTS

In our day-to-day work, it is important for us to ensure that customer requirements are met throughout the entire supply chain with all their specifications. The focus is on error prevention and constant product quality. It is important to achieve highest customer satisfaction, to earn the confidence of the customer and to become a reliable and long-term partner for the customer.

The employees of STEP-G are continuously qualified to meet this policy. Personal responsibility as well as each employee's direct or indirect influence on it are continually conveyed to the employees.

INFORMATION SECURITY - PROTECTING OUR KNOWLEDGE

The ideas and expertise of our employees are the foundation of our success. The declared corporate goal of effectively protecting central business processes together with the required information assets and IT systems, is met by creating a globally appropriate level of protection for the confidentiality, integrity (correctness) and availability of our processes, information and systems.

An always present awareness of information security and personal responsibility is expected of every employee, as well as the reporting of identified vulnerabilities and incidents. Each supervisor is obliged to ensure and monitor compliance with information security regulations by its employees and to act as a role model.

The correct handling of documents, data media and other information with confidential content, secure storage and proper disposal are central elements of information security, as well as the need-to-know principle and technical means to protect our most important and sensitive facilities.

AT HOME IN THE WORLD – DIVERSITY IN ACTION

We value the coexistence of the diverse nationalities worldwide, as well as at the locations of our company. As STEP-G, we live globalisation while at the same time maintaining regional ties. We are integrated into the local communities and are constantly developing together with them. We treat each other respectful and fair. We are open to other views, attitudes and lifestyles and expect tolerance in return. We listen to others open-minded and examine their perspectives with an open mind. For us, respectful cooperation means being open in dealing with problems and looking for causes together and solving them. As a company, we stand for the equality of all people. We do not tolerate any form of discrimination, stigmatisation or use of any form of violence or coercion. In all its objectives, STEP-G is based on the UN's 17 Sustainable Development Goals and actively promotes gender equality and the compatibility of family and career. Of course, this also applies to us in dealing with our business partners. Within the framework of these guidelines, we stand for a safe and reliable employer, partner and service provider.

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