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Code of Conduct



## Preface

### management

Honest and responsible behaviour is an essential part of our company's culture and our corporate values. It is not only important to us that we achieve our business goals but also how we achieve them. Our business partners, our owners, and the general public and last not least we as the management and you as an employee expect honest conduct in our business relations as well as in our personal interactions. In other words: **We act fairly, honestly and in compliance with legal regulations.**

Ethical and legal impeccable behaviour is everyone's own personal responsibility. This principle is far more important to us than short-term success using dubious practices.

Our code of conduct applies to all the employees and also the management of Lenzing Plastics. It includes guidelines, principles and assistance for an ethically impeccable conduct in compliance with legal regulations. It represents not only the standard for the way all of us work but should also be presented to our business partners as a basis for mutual business relations.

The management

Dr. Martin Schädle

Dr. Jürgen Mietzlinger



## We abide by laws and regulations and respect ethical values!

Lenzing Plastics, the management and all employees abide by the current national and international laws and regulations which are valid for business practices in Austria and in other countries. Our business negotiations are also based on internal guidelines.

In addition, complying with the statutory provisions, we also respect ethical, social and cultural values and treat each other and other persons with respect.

This code of conduct should give support and clarity for decision-making and conduct in day-to-day work.

## We appreciate fair and free competition!

We believe in a free market and respect the trade practice regulations and cartel bans. Anticompetitive conduct or the mere participation of such (as for example, price-rigging agreements, market allocations or agreements between competitors when bidding) are prohibited and could cause severe damage to us.

In occasional cooperation with competitors we are careful not to exchange information which goes beyond the actual business cooperation or business development of Lenzing Plastics.





## We support the fight against any form of corruption!

We reject every form of corruption and bribery. All our own business decisions and also those of our business partners and authorities must be made without undue influence.

This means that every form of direct or indirect bribe or acceptance of bribes or even just the appearance of such must be avoided. We do not ourselves promise, or offer through third parties, or grant undue personal advantages to the representatives of our business partners or authorities. In this connection, care must be taken with the correctness and transparency of business transactions and internal accounting.

We do not accept gifts and other personal favours if it could appear to influence our business decisions.

Small-value customary gifts and business hospitalities are permissible on a small scale. However greater sensibility is required when dealing with public officials.

For reasons of possible sensitivity, the decision concerning donations and sponsoring is the sole responsibility of the management.



## We keep business and private interests separate!

In your own interest and also in the interest of the company, in the case of a conflict of interest between business decisions and private interests, this must be disclosed unasked to the management so that it can be dealt with transparently.

Even without a conflict of interest, paid side-line employment must be approved in-house with the consent of the management.





## We act responsibly with property and know-how!

Company inventory, material- and asset values (for example raw materials, products, machines, tools) must be treated carefully and exclusively in the interest of the company. Private use of tools and vehicles must be approved by a superior.

Protection of intellectual property, company secrets, know-how and confidential information is a high priority for the development of Lenzing Plastics and must be safeguarded by all employees. The obligation to confidentiality remains even after the termination of the employment relationship.



## We do not launder money for others!

Our company will not accept or pass on money or assets of dubious origin and will not to be involved in tax evasion or other duty frauds concerning third parties.

Extra caution must be taken regarding unusual and non-transparent business transactions.





## We respect export bans and –restrictions!

We respect national, EU- and UNO-embargos and sanctions and also the requirement of possible export approvals. This is especially the case regarding (potential) business partners, products and their application in the respective exporting country.





## We respect data protection!

We handle sensitive and personal data (for example from current and former employees, applicants, customer representatives and contractors, etc.) carefully. We ensure that the processing, storing and transferring of such data is carried out in accordance with the strict regulations and that the rights of the involved persons are protected.





## We pay attention to the sustainability of our actions and the environment!

We strive for long-term values, innovation, quality and further development for the advantage of our business partners and employees and are mindful in our production processes and technologies of a responsible handling of resources and the environment for the collective good.





## Health and safety is of paramount importance to us!

The safety of our employees, the employees of neighbouring companies and contractors, of visitors and neighbours is of great importance to us. Eliminating danger for persons takes priority over production interests. We are familiar with and observe the respective regulations and stipulations in health and safety.



## We say no to discrimination, child labour and forced labour!

Laws, regulations, ethics and decency requires us and our business partners to not discriminate people because of their sex, age, their geographic- or ethnic origin, their skin colour, religion and sexual orientation etc. when commencing employment, during the work process, in promotion matters and when ending employment. We reject any form of bullying.

We at Lenzing Plastics specifically and generally observe the industrial relations law.

We do not approve of any human rights violation and reject child- or forced labour according to the Agreement of the International Labour Organisation (ILO). We also expect the same from our business partners.





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## Questions and comments

If you have any questions please contact the management of Lenzing Plastics, Mr. Martin Schädle or Mr. Jürgen Miethlinger. Any information about (alleged) violations relating to this code of conduct, other guidelines or regulations should be submitted – also anonymously – to the management. Well-intentioned informants will not suffer any consequences as a result of their reporting.

The latest version of these regulations can always be found under  
[www.lenzing-plastics.com](http://www.lenzing-plastics.com)