

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 plants in Bitterfeld (GER), Bonn (GER), Hettstedt (GER), Vogt (GER), Duffel (BEL) and Tianjin (PRC).

The fundamental basis are management systems in accordance with current international standards, listed at [https://www.step-g.com/de/download \(German\)](https://www.step-g.com/de/download) or [https://www.step-g.com/download \(English\)](https://www.step-g.com/download). These systems rely on continuous improvements according to the PDCA model in the areas of health and safety, environmental protection, quality management and information security. 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). To have a transparent corporate culture is a matter of course for STEP-G. We monitor compliance with effectiveness through regular audits.

STEP-G undertakes, as well as its suppliers and service providers, 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 utilize valuable substances in an appropriate way and do dispose properly what cannot be recycled. On our own responsibility, we monitor and control our facilities and procedures as well as the air, water, waste and noise.

Every single employee of our company is encouraged to perform an active contribution to environmental and climate protection. Through information and trainings, we encourage our employees to act in an environmentally conscious manner. All workplaces are geared towards preventive protection of the health and safety of 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 providing safe and healthy working conditions, preventing work-related injuries and illnesses, and consulting and involving employees or their representatives.

In addition, we are committed to making 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 training
- (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.

QUALITY MANAGEMENT – ZERO DEFECTS

In our day-to-day work, it is important to 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 become continuously qualified to meet this policy. Personal responsibility for it as well as each employee's direct or indirect influence on it are constantly 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 information assets and IT systems they require, is met by creating a globally appropriate level of protection for 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 is the reporting of identified vulnerabilities and incidents. Each supervisor is required to ensure and monitor compliance with information security regulations by his or her employees and to act as a role model.

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



Markus Ogawa

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