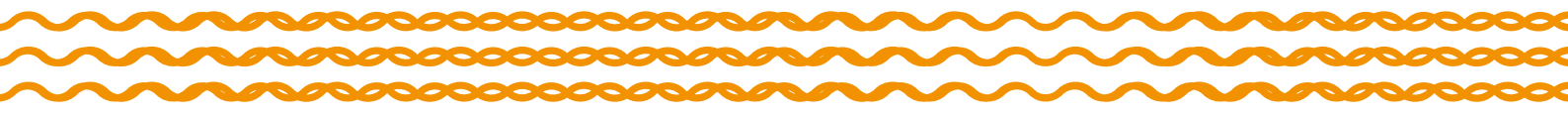




COMPLIANCE GUIDELINE





Introduction

Laboratorium Dr. Deppe GmbH has been aware of its social and societal responsibility ever since the company was founded. The well-being of the workforce has always taken centre stage. This includes not only

- fair, performance-related pay,
- voluntary fringe benefits and
- the position and co-determined organisation of a modern and flexible workplace with a special focus on with a special focus on work-life balance,

but also economic decisions in favour of job security in order to provide employees* with as reliable a basis as possible for their own (future) planning in the private sphere.

The company's management is aware that this responsibility does not end at the company's gates, but is part of the responsibility of society as a whole, which is not limited to managing and promoting legally compliant business operations by creating suitable structures and sensitising employees to these core values. Rather, forward-looking elements that are the focus of society as a whole, such as environmental protection and sustainability, must be taken into account when making business decisions for the future of the company, as well as in day-to-day operations.

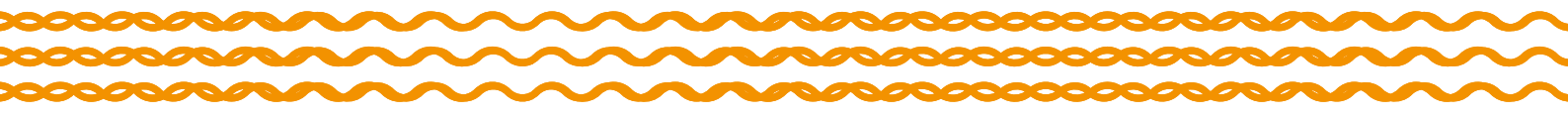
For this reason, Laboratorium Dr. Deppe GmbH has created a set of guidelines to provide all employees with a clear guideline for living up to these values and responsibilities. At the same time, through our behaviour and the consistent implementation of our values, we want to exert influence beyond the boundaries of our own direct sphere of influence in order to actively stand up for these values. We therefore also select our suppliers and business partners on the basis of a shared understanding of values.

It is our firm conviction that social goals can only be realised as a joint task and effort.

Please take responsibility yourself and help to realise and live the contents of the guidelines by observing them in your daily work.

Thank you very much.

* For reasons of better readability, the masculine form is used in this document for personal and functional designations as well as personal nouns. Corresponding terms apply to all genders in the interests of equal treatment. The abbreviated form does not imply any judgement.



COMPLIANCE GUIDELINE

To whom and where do the guidelines apply?

They apply to all members of Laboratorium Dr. Deppe GmbH (hereinafter referred to as "DrDeppe"), irrespective of the form of their employment relationship or their position within the organisational structure.

Insofar as DrDeppe is involved in companies within the framework of joint ventures, DrDeppe will insist on compliance with the guidelines, or alternatively promote a set of rules with the same content. External parties working for DrDeppe must be made aware of the guidelines and

encouraged/required to comply with them. In the context of business relationships and supply chains, DrDeppe expects compliance with the guidelines and will ensure this by selecting suitable partners with a shared understanding of values and - where possible - through corresponding declarations of commitment.

Due to our business activities in several European countries and beyond, local laws, regulations or customs may conflict with our guidelines. If there are conflicts or differences between applicable legal requirements and our guidelines, you must follow the stricter - legally compliant - standard. Where alternative courses of action exist, please refrain from actions that violate our guidelines.

Values - the core of our success

Our values and behaviour reflect the identity of our company even more than our economic success.

Safety



For us, the safety of our products and services is a natural expression of responsible management. At the same time, we see our employees as the backbone of corporate value creation and want to offer our employees job security in return for their performance and thus economic planning security for their own future.

Responsibility, environmental protection and sustainability



Sustainable corporate planning, which not only takes into account future requirements and sales markets, but also the most sparing use of resources, humanitarian, social and environmental concerns, has long been a must rather than a good thing to know. Environmental protection and sustainability in particular are issues that concern us all and, in addition to treating each other with respect, will determine all of our futures in this, our one, shared world. We are convinced that being aware of this, recognising and taking advantage of opportunities and risks, as well as our own responsibilities and opportunities to exert influence, is the basis of responsible business. We endeavour to align our actions with this.



Equal rights, respect and trust

Equal rights must not only exist on paper. Regardless of gender, age or origin, DrDeppe wants to offer all employees the opportunity for professional development and advancement based on their individual skills and goals. Management positions and further training opportunities are therefore equally open to all employees. At the same time, we are firmly convinced that constructive and long-term co-operation that is satisfactory for all parties can only work on a partnership basis as an expression of mutual trust and respect. We also want to offer our employees a secure foundation and a clear framework for independent action, thereby motivating them to develop individually, realise their potential and ultimately deliver their best performance.



Commitment and performance as a team

Our aim is to give our employees the feeling of working as a team for the joint success of the group of companies and - despite the necessary division of labour in the organisation - to pull together. Every member of DrDeppe makes an important contribution to the overall results of the company. Every contribution is valued by DrDeppe. Recognising the value of one's own contribution should motivate our employees to see every task, no matter how small it may seem in the overall context of the group of companies, as an important cog in the overall performance and therefore to perform it with the greatest possible commitment. Only together, as a team, can we achieve our best performance for the benefit of all members of DrDeppe.

What responsibilities do you have as an individual?

Regardless of your position in the organisational structure and your individual area of responsibility within DrDeppe, we expect you to adhere to the DrDeppe guidelines in your daily work. The following information is intended to help you fulfil the expectations placed on you.

Integrity self-check

If in doubt, ask yourself whether your actions could be generally applicable to all DrDeppe employees without restriction and whether they can still be considered reasonable, necessary and appropriate from your point of view. To the best of your knowledge and belief, are your actions in line with all known internal guidelines and legal provisions?

- Do I adhere to our core values?
- Is what I am doing ethically correct, in accordance with applicable laws and compliant with DrDeppe guidelines and supplementary internal instructions?
- Am I authorised to do the action? Do I need to obtain a decision from a higher authority?
- Have I identified and assessed the potential risks of my actions in advance? In addition to economic risks, have I also considered the impact on the public perception of DrDeppe?
- If it became public knowledge that I was responsible for the content of the decision made, would I still be convinced that I had acted correctly?

If, despite the above questions, you are not sure whether your actions are in line with the guidelines, discuss your concerns with your line manager.





Additional responsibilities for employees in management positions

Be a role model and support your colleagues and the employees you lead by:

- Create a working environment characterised by respectful interaction and mutual trust.
- Encourage them to raise issues and concerns and respond appropriately to what is said.
- Vactively prevent retaliation or reprisals against employees who raise their concerns, participate in the investigation of non-compliance or participate in audits.
- Support them in understanding the requirements of these guidelines and the other internal regulations and applicable laws, and liaise with or at least recommend contact with the specialist departments and management in matters of interpretation.
- Ensure that your employees take the time to complete the training courses assigned to them in the areas of occupational safety, IT security, data protection, quality and compliance as soon as they are available.
- Promptly provide all new employees with a briefing on our regulations, including these guidelines, in consultation with the HR department and highlight the risks associated with the employee's specific role, as well as informing the employee of the relevant departments to contact if they have any questions.
- Be consistent in the implementation of our requirements and remind your employees and colleagues of their responsibility for their behaviour at work.
- Support them in reporting potential violations.

**Who?
The right
contact person
for your request**

How do I correctly report potential improvements, risks and violations of behavioural guidelines and corporate values?

DrDeppe is keen to emphasise that this compliance behaviour guideline is not an invitation to denounce colleagues. Rather, it is about giving employees the feeling that they can report potential for improvement, risks and violations of behavioural guidelines and company values at any time and that such reports will be heard.

So how do you proceed correctly?

DrDeppe has an almost family-like staff structure. We believe that, on the basis of our corporate values, we are able to resolve reports on the aforementioned content and any resulting conflicts fairly and impartially, with a view to the well-being of the workforce and the company. We would therefore ask you to adhere to the reporting chains and thus the hierarchical structure wherever possible. You should therefore contact your direct line manager with your concerns.

Only if you believe that you cannot contact them due to the nature or content of your concern, e.g. because your report also compromises them, are you free to contact the HR department or the Personal Mentor/ Feedback Manager and raise your concern there.



Whistleblower protection

We need your constructive criticism

It goes without saying that a division of labour can only function if employees also implement entrepreneurial decisions on instruction decisions for which they have little or no background information. However, a watchful eye on the part of employees and constructive criticism are also the best corrective against a harmful preservation of the status quo along the lines of "we've always done it this way".

DrDeppe therefore encourages employees to bring potential for improvement, as well as grievances or even breaches of internal guidelines and laws that come to light, to the attention of the management, in compliance with the hierarchical structures. DrDeppe will set up an anonymous reporting channel even before the introduction of corresponding legal regulations in order to allay employees' uncertainties and fears of possible negative consequences or even reprisals as a result of such a report. This can be used to report violations of internal guidelines or laws. We take your reports seriously - mutual trust is the basis for successful cooperation.

When do I have to intervene, even if I am not the decision-maker?

If you know or have reasonable grounds to suspect that someone who is obliged to comply is violating the guidelines, you are obliged to report this via the appropriate communication channels.

It is important for DrDeppe to emphasise that only constructive comments are welcome. The guidelines are not intended to encourage denunciation. Mutual trust and collegial cooperation remain the basis of our collaboration.

Interpersonal disputes and disputes arising from internal work processes should be discussed between colleagues and resolved amicably. If, in exceptional cases, this is not possible between colleagues, the line manager should be consulted to resolve the conflict. The HR department is always available to your line manager as a point of contact for conflict resolution.



Our principles and expectations

DrDeppe, a professional partner

Our principle

DrDeppe works honestly, respectfully and responsibly with its business partners and is committed to the same approach with its customers. We are a safe and reliable partner in all our business areas and the (contractual) relationships we maintain with our business partners and employees.

What we expect

Intimidation, violence, the exploitation of superior/subordinate relationships and the acceptance of advantages in violation of the law and competition law, regardless of the motive, are not only disapproved of, but also not tolerated and punished with labour, civil and, if necessary, criminal sanctions.

- Führen Sie ohne Rücksprache oder konkrete Anweisung keine Arbeiten durch für die Sie nicht qualifiziert sind.
- Interrupt work in progress, including that of other colleagues, if it is not safe. Report unsafe or unhealthy working conditions and take your colleagues' concerns seriously. Never assume that someone else will have already reported the risk or problem.
- Encourage your colleagues to behave in accordance with the expectations and values set out in these guidelines.
- Ensure that your performance during working hours is not negatively affected by lack of sleep, alcohol or other performance-impairing substances. Not only does this jeopardise the results of your work and the company's reputation, there is also a risk that you will actively endanger your colleagues and others.

Together at DrDeppe

Our principle

With their experience and expertise, our employees are the backbone of the company and, alongside forwardlooking and market-driven business decisions, the most important pillar of corporate value creation. Dealing with employees, but also among employees, characterised by respect, appreciation and trust is the basis for exploiting our potential.

What we expect

Your individuality and personal skills make a decisive contribution to our success as a company. We firmly believe that as a company with employees with different personal and educational backgrounds, skills and ideas, we can create a motivating working environment that motivates all employees to perform at their best, while at the same time creating new perspectives for the future direction of the group and creative solutions for all challenges. Irrespective of this objective, we expect you to treat all colleagues with respect and take cultural differences into account as far as your work allows. Only in this way can everyone work together in a spirit of trust and contribute their expertise to the benefit of the entire group.

Against discrimination - for equal treatment

Our principle

Equal treatment, just one word and yet so many facets. Equal treatment begins where there is no inappropriate differentiation and influence is only used appropriately and in line with shared values and goals. Characteristics such as ethnicity, skin colour, origin, religion, gender, age, sexual orientation, gender identity, marital status and disability may set us apart, but they are not a suitable criterion for making decisions in the context of fair and dignified interaction with one another. Prejudice has no place in the working environment. Neither does the exploitation of subordinate/superior relationships to exercise coercion or the toleration of harassing or discriminatory behaviour.

What we expect

We expect you to form your own judgement and make your decisions on an objective basis.

We do not tolerate any form of discrimination or even offence. Harassment of colleagues has zero tolerance in our company, regardless of where and how it may take place and which hierarchical level the person in question belongs to. A management position does not confer the right to deviate from acceptable behaviour; rather, it establishes the responsibility not to abuse existing influence and to set an example of the company values by acting as a role model.

If you are not sure whether your action can be considered appropriate, ask yourself as an integrity selfcheck how you would feel in the role of the person concerned in view of your action and whether you would perceive the action as harassment or discrimination in this position.

Data protection - part of our corporate culture

Our principle

DrDeppe is committed to protecting the personal data of employees and customers entrusted to us for the purpose of data processing, regardless of legal requirements. In today's world, data is more valuable than ever and its misuse is an ever-present danger. Establishing and monitoring responsible data protection standards is therefore one of our priorities. The necessities of data protection are closely interlinked with the issue of IT security, as data processing is almost exclusively digital, also for reasons of access control.

What we expect

We expect you to behave in accordance with the internal guidelines from the data protection and IT security regulations in order to ensure that the data processing processes and data flows in our group of companies are transparent and secure. Risks to IT security and the resulting damage to the infrastructure as well as disruptions to work processes or even the outflow of personal data damage the business interests and reputation of the company group as a reliable business partner.



To maintain your awareness of data protection and IT security issues, take part in all training courses offered. If in doubt, contact the responsible IT service provider before taking action. If you notice potential for optimisation in processing procedures and security risks or if you see a need for training, do not hesitate to report this and share your ideas for improvement with us. Many eyes see more. Use your individual perspective from your area of work to point out potential and risks that other colleagues may not have recognised.

Safety at work - a top priority at DrDeppe

Our principle

For us, the safety of our products and services is a natural expression of responsible business practices. At the same time, we see our employees as the backbone of corporate value creation and want to offer our employees job security for their performance and thus economic planning security for their own future.

What we expect

Nothing is more important to us than the health, safety and protection of our employees. Safeguarding this important asset begins with the ergonomic design of workplaces and is not limited to compliance with the prescribed occupational health and safety measures, but also requires a healthy work-life balance. We take this into account by creating internal regulations that enable the compatibility of private and professional life through a high degree of flexibility in compliance with operational requirements.

Responsibilities in business relationships

DrDeppe - a reliable partner

Our principle

DrDeppe versteht sich als verantwortungsbewusster und verlässlicher Partner in allen Geschäftsbeziehungen. Unser guter Ruf ist ebenso unser Kapital wie unsere gute Leistung. Wir erzielen unsere Stellung im Wettbewerb durch unsere konstant hohe Leistungsbereitschaft und unsere Leistungserfolge und

What we expect

In addition to strict adherence to our corporate values, particularly in our external communication and business behaviour, the selection of our business partners must be guided by objectivity and conscientiousness in order to establish and maintain the desired business relationships in the long term. We want to work with people and companies that fulfil our commitment to:

- safety,
- ethics and the
- responsibility we have assumed towards our employees,
- but also our responsibility to society as a whole, e.g. in the area of preserving core democratic values and environmental protection,

share.

You can contribute to this by:

- clearly and unambiguously communicate our respective expectations to our suppliers and business partners and, if necessary, agree on corresponding obligations for compliance.
- report any indications that a supplier or business partner is in breach of applicable laws and contractual obligations.



DrDeppe stands for free competition

Our principle

DrDeppe principles oppose any kind of agreements and behaviour that violate antitrust law. Therefore, avoid behaviour that violates antitrust law or competition law.

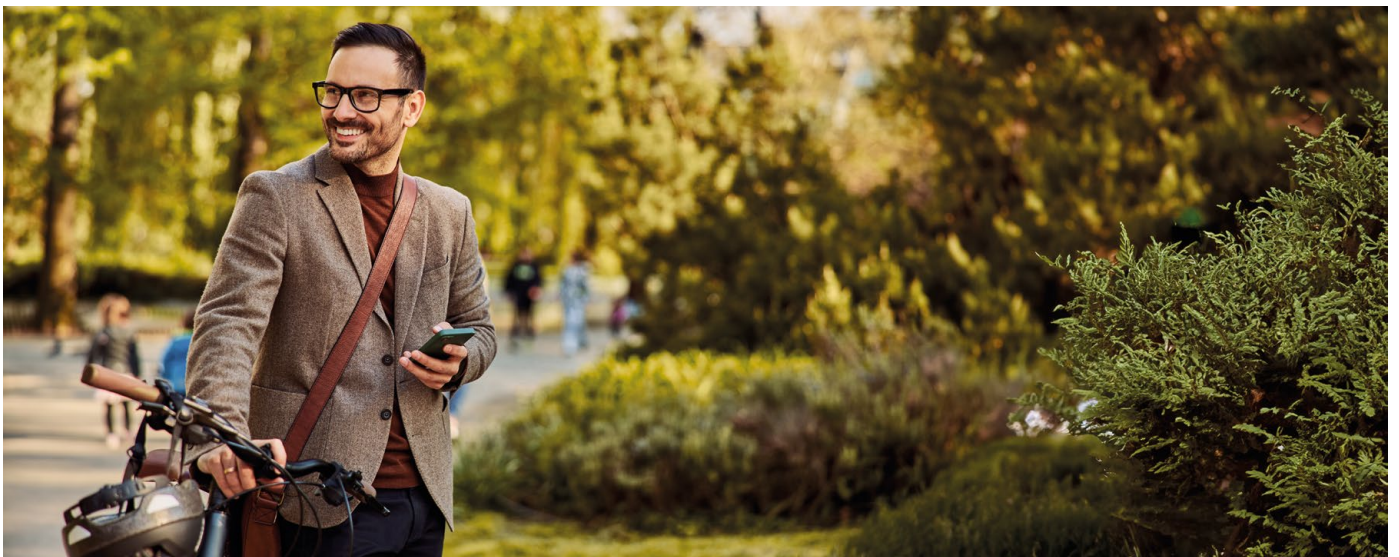
What we expect

Do not participate in agreements or coordination with competitors on price fixing, bid rigging, customer allocation and/or supply restrictions. Antitrust issues can sometimes be complex. If you have questions, coordinate your behaviour with your superior or the management before you act or communicate externally. Bear in mind that your behaviour reflects directly on the company. This means that your behaviour is not beneficial to our business interests - regardless of the added value you expect from it - and is likely to be detrimental. Anti-trust or anti-competitive behaviour can also have consequences under civil and criminal law for the company/its representatives, but also for you personally.

Together for a better future - because it concerns us all

Sustainable corporate planning, which not only takes into account future requirements and sales markets, but also the most sparing use of resources and environmental concerns, has long been a "nice to have" rather than a "must have". Even though DrDeppe's core business is in the energy-intensive industrial sector, it also focuses on environmental protection and supports projects that offset the ecological footprint of the products it sells. DrDeppe is thus taking account of his responsibility to society as a whole and also his own interests.

Long-term business success is only possible if sustainability is taken into account and the finite nature of available resources is recognised.





Trust is good. Control is better?

At DrDeppe, we have a different philosophy. We believe that mutual trust is the foundation of successful co-operation. DrDeppe therefore endeavours to enable employees to organise their own work processes within the framework of what is organisationally and legally permissible. In order to give employees the necessary security to make decisions within this framework, DrDeppe provides guidelines on important topics that define the necessary limits to be observed, as well as the decision-making process that is compatible with DrDeppe's values and corporate objectives.

Among other things:

→ **DrDeppe quality management manual ISO 13485**

→ **DrDeppe data protection guideline**

→ **DrDeppe IT guideline**

→ **DrDeppe sales force guideline**

→ **DrDeppe codex**

Service and safety - no contradiction for us

Modern data management and our responsibility in handling data

Digitalisation, the increasing use of cloud-based business solutions, AI (artificial intelligence), and the networking of data, objects and systems through complex IT infrastructures and business processes not only open up new possibilities for efficient IT-supported and work-sharing and thus ultimately customer-oriented processing, but also give rise to considerable responsibility with regard to the handling of the data entrusted to us. In today's world, data is more valuable than ever and unauthorised access to it and its misuse is an ever-present danger. A constantly updated awareness of problems and dangers for the security of the IT infrastructure, data security and data protection is therefore a matter of course for DrDeppe.

DrDeppe has therefore established a high level of IT security and data protection not only through technically up-to-date hardware and software security measures, but also through regularly updated behavioural instructions on handling data and end devices for data processing, data security and data protection. established. Through training measures in which employees are also confronted with possible attack scenarios on the IT infrastructure and phishing attacks, employees are sensitised to the responsible and secure handling of the data entrusted to us.

Taxes/ customs compliance

Tax and custom-related issues are not always recognisable at first glance. The constant change in national and international tax legislation also makes it difficult to recognise risks and opportunities.

However, the issue of taxation is relevant across all departments. Tax evasion, including the merely negligent failure to fulfil a tax obligation, can have consequences under tax and criminal law and, as a consequence, also under labour law.

To ensure that DrDeppe fulfils its responsibilities in the area of taxes and customs, employees are encouraged to contact the relevant specialist departments at an early stage in cases where the relevance of tax or customs issues cannot be ruled out. This enables additional tax risks to be identified and appropriate measures to be developed in order to fulfil tax obligations in areas such as VAT, corporation tax, trade tax, wage tax, property tax and reporting obligations.

Involve the relevant specialist departments as early as possible if you cannot rule out the relevance of tax or duty issues.

Your points of contact with customs legislation

Customs - not just an issue in cross-border situations

The correct mapping and processing of the flow of goods under customs and tax law is of crucial importance to DrDeppe. Customs law is closely interlinked with tax law and is not only relevant for cross-border movements of goods.

All employees are required to ensure that the company and they themselves are covered in the event of any uncertainties by asking the relevant specialist department or management about the correct procedure.

As internationally recognised trade terms, the Incoterms (International Commercial Terms) also provide a practical basis for cross-border transactions to regulate the transfer of risk, the distribution of the cost burden and, in particular, the (customs-related) obligations of the parties to the delivery transaction.



Zero tolerance...

...towards sexual harassment

It is often difficult to distinguish between normal, possibly jokingly intended and inappropriate behaviour when dealing with each other. The topic is also often taboo. Those affected do not want to be seen as victims. All too often, a colleague's behaviour that is unpleasant for the person concerned is tolerated for the wrong reasons or out of unnecessary shame about the affected person's position.

Many are worried that they may have misinterpreted behaviour or that they will be exposed to the judgement of the person acting or their colleagues. They do not want to be seen as overly "sensitive" or as the "victim" of such an assault.

...towards bullying

Bullying does not mean a bad working atmosphere, an occasionally unfair superior or the usual office gossip: bullying is defined as "the systematic hostility, harassment or discrimination of employees against each other or by superiors". Anyone can be a victim of bullying.

Not only does bullying have a lasting effect on the work performance of the person concerned and that of their organisational unit, but more importantly, it can also affect the personal life of the person concerned or even make them ill. This is why bullying has zero tolerance at DrDeppe. All colleagues and, above all, superiors are required to immediately prevent such behaviour, to clarify the background and to make efforts to resolve it in the spirit of cooperative and respectful interaction with one another.

Bullying can affect anyone and is not a stigma. Have the courage to report incidents. By doing so, you will help us to protect a safe and respectful working environment in which all employees enjoy working.

Internal

Disclosure of internal information and communication with external parties

You may not publish any information about DrDeppe's business activities if you are not authorised to do so. This applies both to the spoken word and to all written statements. Please also observe this when making (private) statements in social media.

You may not communicate with the media on behalf of or about DrDeppe matters without authorisation from the management. Answers to enquiries from shareholders and communication with shareholders must be agreed in advance with the management.

In particular, the disclosure of trade and business secrets, i.e. all facts, circumstances and processes relating to the Group companies that are not in the public domain but only accessible to a limited group of people and which DrDeppe has a legitimate interest in not disclosing, is expressly prohibited.

Thank you

Thank you for taking the time to read the DrDeppe guidelines. These will help you to recognise the most important risks for yourself and for DrDeppe and to maintain DrDeppe's good reputation by knowing and understanding your responsibilities and acting prudently on the basis of the above guidelines - in case of doubt, in consultation with the responsible bodies. Of course, the guidelines cannot describe every conceivable situation, but we hope that the above explanations have provided you with assessment standards and decision paths that can be applied to a large number of recurring situations.

In addition, please seek advice or a decision from the relevant departments within the company group if you are not sure how to act correctly and in accordance with the rules. Contact your direct line manager, the HR department, the HR delegation or the management. Above all, however, we want you to live the values set out in the guidelines every day in your work for DrDeppe.

version 1.0 – 01/2025

DRDEPPE COMPLIANCE GUIDELINE
















A large, stylized, light-orange paperclip graphic is positioned in the background, partially overlapping a white-bordered box. The paperclip is oriented vertically, with its top loop at the top and its bottom loop at the bottom. The background is a solid, vibrant orange color.

Der DrDeppe Codex



DrDeppe

CODEX

-  Wertschätzung der einzelnen Tätigkeiten
-  Gleichbehandlung / Fairness
-  Respektvoller Umgang im Bereich Kommunikation und mit der Arbeitszeit der Kollegen
-  Abteilungsübergreifende Zusammenarbeit (Teamarbeit / Teamfähigkeit)
-  Gegenseitige Unterstützung / lösungsorientiertes Handeln
-  Offene, angstfreie Kommunikation
-  Kommunikation auf Augenhöhe („Worte haben Macht“)
-  Grenzen setzen / Grenzen akzeptieren
-  Strukturen und Verantwortlichkeit leben (z.B. Handyverbot in der Produktion)
-  Verantwortung für sein Handeln übernehmen (z.B. Fehler eingestehen -> Entschuldigung)
-  Selbstreflexion
-  Kein Platz für Denunziantentum / Lästern
-  Pünktlichkeit am Arbeitsplatz
-  Ordnung / Sauberkeit im Unternehmen
-  Dankbarkeit

CODEX KONSEQUENZEN

Gespräch:

- 1) Mit der betreffenden Person
- 2) Mit dem Feedback Manager / Personal Mentor
- 3) Abteilungsleiter / HR / GF



Value individual jobs and tasks
 Act inclusively / fairly

Communicate with respect
 and during colleagues' working hours

Cooperate with other departments
 (teamwork / ability to work in a team)

Provide mutual support / take action to find solutions

Communicate openly and without fear

Communicate on an equal footing ("words are powerful")

Set boundaries / accept boundaries

Apply frameworks and act responsibly
 (e.g. no mobile phones in the production area)

Take responsibility for your actions
 (e.g. admitting mistakes -> apologising)

Self-reflection

No denouncing others / malicious talk

Arrive at work on time

Keep the company workplace tidy / clean

Be thankful



Apreciați lucrările și sarcinile individuale
 Acționați inclusiv / corect

Comunicați cu respect
 și în timpul programului de muncă al colegilor

Colaborați cu alte departamente
 (muncă de echipă / abilitatea de a lucra într-o echipă)

Oferiți sprijin reciproc / luați acțiune pentru a găsi soluții

Comunicați deschis și fără teamă

Comunicați de la egal la egal („cuvintele sunt puternice”)

Stabiliți limite / acceptați limite

Aplicați cadre de lucru și acționați responsabil
 (de exemplu, fără telefoane mobile în secția de producție)

Asumați-vă responsabilitatea pentru acțiunile voastre
 (de exemplu, prin recunoașterea greșelilor -> cererea scuzelor)

Autoreflexare

Fără denunțarea altora / discuții răutăcioase

Ajungeți la timp la muncă

Mențineți locul de muncă din cadrul companiei ordonat / curat

Fiți recunoscători

CODEX OF CONSEQUENCES

Contact:

- 1) With the person concerned
- 2) With the Feedback Manager / Personal Mentor
- 3) Department Manager / HR / CEO

CODUL CONSECINTELOR

Contact:

- 1) Cu persoana în cauză
- 2) Cu managerul de feedback / mentorul personal
- 3) Manager de departament / RU / CEO

Egyéni munkák és feladatok értékelése

Cselekedjen inkluzív módon / tisztességesen
 Tisztességesen kommunikáljon a kollégákkal
 eltöltött munkaidő alatt

Más részlegekkel történő együttműködés
 (csapatmunka / csapatmunkába való munkavégzés képessége)

Kölcsönös támogatás biztosítása / cselekvés
 a megoldások megtalálása érdekében

Nyílt és féltelen nélküli kommunikáció

Egyenrangú kommunikáció ("a szavaknak ereje van")

Határok felállítása / határok elfogadása

Keretrendszer alkalmazása és felelősségteljes munkavégzés
 (pl. nincs mobiltelefon használat a gyártási részlegen)

Vállaljon felelősséget a tetteiért
 (pl. hibák elismerése -> bocsánatkérés)

Önreflexió

Tilos másokat megvádolni / rosszindulatú pletyka

Érkezzen időben a munkahelyére

Tartsa rendben / tisztán a munkahelyét

Legyen hálás



Doceniaj poszczególne prace i zadania
 Działaj inkluzywnie / sprawiedliwie

Komunikuj się z szacunkiem i w godzinach
 pracy współpracowników

Współpracuj z innymi działami
 (praca zespołowa / umiejętność pracy w zespole)

Zapewnij wzajemne wsparcie / podejmuj
 działania w celu znalezienia rozwiązań

Komunikuj się otwarcie i bez strachu

Komunikuj się na równych zasadach („słowa mają moc”)

Wyznaczaj granice / akceptuj granice

Stosuj zasady ramowe i odpowiedzialne działanie
 (np. brak telefonów komórkowych w obszarze produkcji)

Bierz odpowiedzialność za swoje działania
 (np. przyznawanie się do błędów -> przeproszanie)

Autorefleksja

Zakaz oczerniania innych / używania złośliwych wypowiedzi

Przychodź punktualnie do pracy

Utrzymuj miejsce pracy w porządku/ czystości

Bądź wdzięczny

KÖVETKEZMÉNYKÓDEX

Kapcsolatfelvétel:

- 1) Az érintett személlyel
- 2) A visszajelzéseket kezelő vezetővel / személyes mentorral
- 3) Osztályvezető / Személyzeti részleg / Vezérigazgató

KODEKS KONSEKWENCJI

Kontakt:

- 1) Z daną osobą
- 2) Z menedżerem ds. opinii / osobistym mentorem
- 3) Kierownik działu / kadry / dyrektor generalny



DrDeppe

CODEx



تقدير قيمة الوظائف والمهام الفردية
 التصرف بشكل شامل للجميع / منصف
 التواصل باحترام وأثناء ساعات عمل الزملاء
 التعاون مع الإدارات الأخرى (العمل الجماعي / القدرة على العمل في فريق)
 تقديم الدعم المتبادل / اتخاذ إجراءات لإيجاد حلول
 التواصل بصراحة ودون خوف
 التواصل على قدم المساواة ("الكلمات ذات قوة")
 وضع الحدود / قبول الحدود
 تطبيق أطر العمل والتصرف بمسؤولية
 (على سبيل المثال، عدم وجود هواتف محمولة في منطقة الإنتاج)
 تحمل المسؤولية عن أفعالك (مثل الاعتراف بالأخطاء -> الاعتذار)
 التفكير والتقييم الذاتي
 عدم بالتشهير بالأخرين / الكلام الكيدي
 الوصول إلى العمل في الوقت المحدد
 الحفاظ على مكان عمل بالشركة مرتبًا / نظيفًا
 التعبير عن الشكر



Цените индивидуальную работу и задания
 Действуйте инклюзивно/беспристрастно
 Общайтесь с уважением и во время рабочего времени коллег
 Сотрудничайте с другими отделами
 (слаженность/способность работать в команде)
 Оказывайте взаимную поддержку/действуйте для поиска решений
 Общайтесь открыто и без боязни
 Общайтесь на равных («слова могут»)»
 Устанавливайте границы/принимайте границы
 Устанавливайте рамки и поступайте ответственно
 (напр, не пользуйтесь мобильными телефонами в производственных помещениях)
 Принимайте ответственность за свои действия
 (напр, признавайте ошибки -> извиняйтесь)
 Будьте самокритичны
 Не осуждайте других/не злословьте
 Приходите на работу во время
 Поддерживайте чистоту/порядок на рабочем месте
 Будьте благодарны

دليل النتائج التواصل:

- 1] مع الشخص المختص
- 2] مع مدير الملاحظات / المرشد الشخصي
- 3] مدير الإدارة / الموارد البشرية / الرئيس التنفيذي

Правила последовательностей

Связывайтесь:

- 1) С вовлеченным лицом
- 2) С менеджером по взаимодействию/личным куратором
- 3) Начальник отдела / Начальник отдела кадров / Генеральный директор



ንውልቋዊ ስራሓትን ዕምሳኔን ክብሪ ምሃብ
 ንኹሉ ብዝሓቁፍ ኣገባብ/ብፍትሓዊ መንገዲ ምስራሕ
 ምስ መሳርሕትኻ ኣኽብሮት ብዘለዎን ኣብ ናይ ስራሕ ሰዓታትን ምዝርራብ
 ምስ ክልሉ ክፍልታት ምትሕብባር
 (ናይ ጋንታ ስራሕ / ኣብ ጋንታ ናይ ምስራሕ ተኸእሎ)
 ሓድሕዳዊ ደገፍ ምሃብ / መፍትሒ ንምርካብ ስጉምቲ ምውሳድ
 ብግልጺን ብዘይ ፍርሕን ምዝርራብ
 ብመዕረ ደረጃ ምዝርራብ ("ቃላት ሓይሊ ኣለዎም")
 ዶብ ኣቕምጥ / ናይ ክልሉት ዶብ ምኽባር
 መዕቀፋት ምትግባርን ብሓላፍነት ምውሳኔን
 (ንኣብነት ኣብ ናይ ስራሕ ቦታ ቴሌፎን ዘይምጥቃም)
 ንተግባራትካ ሓላፍነት ውሳድ
 (ንኣብነት ጌጋታት ምእማን -> ደቕሬታ ምሕታት)
 ርእሱ-ኣስተንትኖ
 ንኸልሉት ዘይምውጋዝ / ዘይምንሻው
 ኣብ ስራሕ ኣብ ሰዓትካ ምርካብ
 ናይ ትክል ስራሕ ቦታ ጽፋፍ / ጽፋይ ምግባር
 ኣመስጋናይ ኩን



Bireysel işlere ve görevlere değer verme
 Kapsayıcı / adil davranma
 Saygı çerçevesinde ve iş arkadaşlarınızın çalışma saatleri dahilinde iletişim kurma
 Diğer departmanlarla işbirliği
 (ekip çalışması / ekip içinde çalışma becerisi)
 Karşılıklı destek sağlama / çözüm bulmak için harekete geçme
 Açıkça ve korkmadan iletişim kurma
 Eşit düzeyde iletişim kurma ("kelimeler güçlüdür")
 Sınırları belirleme / sınırları kabul etme
 Çerçeveleri uygulama ve sorumlu davranış
 (örn. üretim alanında cep telefonu kullanılmaması)
 Davranışlarınızın sorumluluğunu alma
 (örneğin hataları kabul etme -> özür dileme)
 Kendini değerlendirme
 Başkalarını suçlamama / başkaları hakkında negatif konuşmama
 İşe zamanında gelme
 Şirketi iş yerini düzenli / temiz tutma
 Şükran duyma

ስነ-ምግባራዊ ስርዓት ሰዕቢናት

ምስዘም ዝስዕቡ ተራኹብ:

- 1) ምስ ተዘምልከቶ ሰብ
- 2) ምስ ግብረ መልሲ ኣካዶዲ / ውልቋዊ መምህር
- 3) ኣካዶዲ ክፍለ / ሓይሊ ሰብ / ዋና ኣካዶዲ ስራሕ

Sonuçlar Kodeksi

İletişim:

- 1) İlgili kişi ile
- 2) Geri Bildirim Yöneticisi / Kişisel Mentör ile
- 3) Bölüm Müdürü / İK / CEO



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