

# CODE OF CONDUCT

Transforming Waste into Resources

# PURPOSE

## of the Code of Conduct

**The Code of Conduct** at FIMA Industries serves as a critical guide to the behaviors, principles, and values that define our workplace culture. It is designed to foster a respectful, inclusive, and collaborative environment where all team members can thrive and contribute meaningfully. This document is more than a set of rules; it represents a shared commitment to maintaining high standards of integrity, professionalism, and ethical conduct across all levels of the organization.

At FIMA Industries, we believe that every employee plays a vital role in shaping the culture of our workplace. Whether interacting with colleagues, clients, stakeholders, or the wider community, our actions reflect the values we uphold as a company. These values include respect for one another, fairness in decision-making, accountability for our actions, and a steadfast commitment to diversity, equity, and inclusion. By embodying these principles in everything we do, we create a positive and productive environment where everyone feels valued and empowered.

Our Code of Conduct is not merely a guideline but a shared responsibility that binds us together as a team. It emphasizes the importance of

treating each other with kindness and professionalism, resolving conflicts constructively, and working together toward shared goals. Upholding these standards ensures that FIMA Industries continues to be a trusted and admired organization, both internally and externally.

Adherence to the Code of Conduct strengthens our reputation and allows us to build lasting relationships based on trust and respect. Every interaction we have, no matter how small, contributes to the overall image of FIMA Industries. By embracing this code, we demonstrate our dedication to collaboration, mutual understanding, and excellence in all areas of our work. Together, we can maintain a workplace where everyone has the opportunity to succeed and contribute to our shared vision.



# CORE VALUES AND PRINCIPLES

## RESPONSIBLE BEHAVIOR

At FIMA Industries, we deeply value responsible behavior as a cornerstone of our organizational culture. We strive to promote objectivity in all our decisions and actions, consistently upholding fundamental human rights as a universal priority. Collaboration and teamwork are central to our operations, as we believe that working together effectively enables us to achieve our goals while fostering a supportive and inclusive environment. Every interaction is guided by respect, transparency, and open communication, ensuring trust and understanding among employees, partners, and stakeholders alike.

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

We are committed to promoting social equity and environmental sustainability in every aspect of our business. Providing fair and equitable working conditions is a fundamental principle we uphold, ensuring the safety, dignity, and well-being of all team members. Additionally, we prioritize sustainability by embedding environmental protection measures across our operations, striving to minimize our ecological footprint. To maintain compliance with all applicable regulations, we proactively and comprehensively

seek the necessary permits and approvals. This commitment ensures that we operate ethically and lawfully, protecting both people and the planet.

## INTEGRITY

Integrity is a guiding value that defines our conduct at all levels of the organization. We align our actions with internationally recognized standards, such as those outlined in the United Nations Charter, while maintaining strict adherence to local laws wherever we operate. Protecting data and handling confidential information responsibly are essential to building trust with our customers and partners, such as Export Credit Agencies and suppliers. Furthermore, we actively ensure that fair working conditions are upheld across all our activities, emphasizing equity and ethical practices in every decision. By committing to these principles, FIMA Industries fosters a culture of accountability, fairness, and respect, solidifying our reputation as a trusted and principled organization.

# EXPECTED BEHAVIOR

At FIMA Industries, every team member plays a crucial role in shaping the organization's reputation and ensuring adherence to the standards set forth in our Code of Conduct. Each individual's actions, whether in daily tasks, interactions with colleagues, or external engagements, reflect not only on themselves but on the company as a whole. By maintaining the highest standards of professionalism, ethics, and integrity, we collectively contribute to fostering a positive image of FIMA Industries, both within our industry and in the wider community.

Adherence to the Code of Conduct is not just a requirement it is a shared responsibility that binds us together as a unified team. The principles outlined in this code serve as a compass, guiding us in making ethical decisions and behaving in a manner that aligns with FIMA Industries' core values. These values include mutual respect, fairness, transparency, and accountability, all of which underpin our workplace culture and drive our success.

Furthermore, every team member is expected to comply with all applicable antitrust and competition laws. These regulations are essential for maintaining a level playing field in

the marketplace and ensuring that FIMA Industries conducts its business with integrity. By understanding and adhering to these laws, we safeguard the company from potential risks while fostering trust among our clients, partners, and stakeholders.

Ultimately, the expected behavior of every team member reflects a commitment to upholding FIMA Industries' reputation, values, and dedication to ethical business practices in every aspect of our work.

# UNACCEPTABLE BEHAVIOR

At **FIMA Industries**, fostering a respectful, inclusive, and ethical workplace is a priority. Every team member is accountable for preventing and addressing any behavior that conflicts with the values and principles outlined in our Code of Conduct. Ensuring a positive and supportive environment is a collective responsibility, and each individual must remain vigilant and proactive in identifying and addressing unacceptable behaviors. This commitment is vital to maintaining trust, collaboration, and a sense of safety across all levels of the organization.

Prohibited behaviors include creating or contributing to a hostile environment through actions or words that cause physical, verbal, or psychological harm. Such conduct has no place at FIMA Industries and directly undermines our core values of respect and inclusion. Additionally, any form of discrimination, whether based on race, gender, sexual orientation, religion, disability, age, or other personal characteristics, is strictly forbidden. By rejecting such biases, we affirm our commitment to fairness, equality, and dignity for all.

Moreover, FIMA Industries has a zero-tolerance policy for involvement in illegal activities. This includes, but is not

limited to, money laundering, fraud, bribery, or any unethical practices that could compromise the integrity of our operations or harm our reputation. All team members are expected to adhere to both company policies and applicable laws, ensuring that their actions align with the highest ethical standards.

By identifying, reporting, and addressing unacceptable behavior, we protect our colleagues, uphold our values, and reinforce FIMA Industries' position as an organization rooted in integrity, fairness, and accountability. Together, we create a culture where everyone can work free from fear, bias, or misconduct, fostering an environment where respect and professionalism thrive.



# REPORTING PROCEDURES

At **FIMA Industries**, we are committed to maintaining a respectful and ethical workplace where everyone feels safe and valued. To achieve this, it is crucial that inappropriate behavior is addressed promptly and effectively. If such behavior persists despite a warning, team members are encouraged to report the incident to the designated Compliance Officer. Reporting is a vital step in ensuring that the issue is resolved appropriately and that the workplace remains aligned with our core values.

To make the reporting process accessible and secure, employees have several options for submitting their concerns. Reports may be sent directly to the Compliance Officer by email for faster communication, ensuring that the issue is addressed as quickly as possible. Alternatively, individuals may choose to report anonymously, providing the details of their concerns in a letter. Anonymity allows those who might feel apprehensive about coming forward to still play an active role in addressing misconduct. Such letters can be sent by postal delivery to company headquarters, ensuring confidentiality throughout the process.

We understand that reporting inappropriate behavior can feel challenging, but it is an essential part of maintaining a workplace where everyone can thrive. The Compliance Officer is tasked with handling all reports professionally and with utmost discretion, ensuring a thorough and impartial review of the concerns raised. By fostering an open and transparent reporting process, FIMA Industries demonstrates its commitment to accountability and to creating an environment free from misconduct, where all team members feel supported and heard.



# CONSEQUENCES OF VIOLATIONS

At FIMA Industries, adherence to the Code of Conduct is essential to fostering a respectful, ethical, and professional workplace. Any reported violation of these standards is taken seriously and addressed with care, ensuring that each case is handled fairly and thoroughly.

## EVALUATION OF CASES

The designated Compliance Officer is responsible for evaluating every report of non-compliance on an individual basis, taking into account the specific circumstances, the nature of the violation, and its potential impact on the workplace. The evaluation process ensures that all parties involved are treated fairly and with respect. Investigations are carried out discreetly and confidentially, maintaining the privacy of everyone concerned. The Compliance Officer reviews all relevant evidence, considers input from those involved, and ensures that decisions are consistent with FIMA Industries' policies, values, and applicable laws. This methodical approach underscores the company's commitment to integrity and fairness.

## DISCIPLINARY ACTIONS FOR NON-COMPLIANCE

Non-compliance with the Code of Conduct, depending on the severity of the infraction, may result in disciplinary actions. These actions are not taken

lightly and are implemented only after a thorough investigation and careful consideration of all factors. Potential consequences include formal warnings, mandatory training or counseling, and, in serious cases, termination of employment. Such measures are essential to preserving the values and standards that define our organization.

## UPHOLDING INTEGRITY AND ACCOUNTABILITY

By holding all team members accountable, FIMA Industries reinforces its dedication to maintaining a safe, respectful, and principled workplace. Adhering to the Code of Conduct not only upholds the integrity of the company but also ensures that all team members can work together in an environment built on trust, fairness, and mutual respect.

# ACKNOWLEDGMENT

At FIMA Industries, the Code of Conduct is a fundamental document that guides the behavior and ethical standards expected of all team members. To ensure that it is easily accessible, the Code is available on our company website, allowing every team member to refer to it whenever needed. This accessibility ensures that employees are always informed about the organization's values and expectations, fostering a culture of transparency and accountability. By being available online, the Code of Conduct is integrated into our daily operations and serves as a constant reminder of the principles that define our workplace.

In addition to its online availability, the Code of Conduct is a core component of our new employee onboarding process. When new team members join FIMA Industries, they are introduced to the Code of Conduct as part of their orientation. This ensures that every employee understands the company's core values, ethical standards, and expected behavior from the very beginning of their employment. By embedding the Code into the onboarding experience, we set the foundation for a positive

and respectful work environment, ensuring that all new hires are aligned with our organizational culture.

Recognizing that the workplace is dynamic and continually evolving, the Code of Conduct is regularly reviewed and updated to ensure its relevance. We make sure that the document stays aligned with our changing workplace values, as well as with updated legal requirements, industry best practices, and emerging trends. This regular review process helps us maintain a high standard of conduct, reinforcing our commitment to a respectful, ethical, and compliant work environment. Keeping the Code of Conduct current ensures that it remains an effective tool for guiding behavior and maintaining the integrity of FIMA Industries.





# CODE OF CONDUCT

[www.fima-industries.com](http://www.fima-industries.com)

[www.fima.africa](http://www.fima.africa)



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