

# Johann Vitz GmbH & Co. KG

## Code of Conduct



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## 2 Foreword

Dear Ladies and Gentlemen,  
The success of Johann Vitz GmbH & Co. KG is directly linked to the trust of our customers. Therefore, our products are appreciated nationally and internationally in almost all industrial sectors such as the automotive industry, telecommunications, mechanical engineering, and household appliance manufacturing. Together, we find the right solution for almost every task. This Code of Conduct is intended to contribute to this goal. It should help our employees and our business partners to adhere to certain rules and internalize them. The behaviour of each individual supports the very good reputation of our company and promotes its personal success.

## 3 Mission Statement

### 3.1 Our Employees

We offer our employees a respectful and trustworthy working environment with diverse and interesting tasks, flat hierarchies and fair compensation. We specifically promote the strengths of each employee with individual development and training opportunities in all areas of the company. Our qualified employees are the pillars of our success.

### 3.2 Our Responsibility

Our medium-sized company has been family-owned for four generations. Due to the high quality standards and service, the company records long-term business success and steady growth combined with social commitment. We want to offer our employees safe jobs and new perspectives today and in the future. Johann Vitz GmbH & Co. KG supports local social projects and is aware of the co-responsibility of protecting nature. We take responsibility towards our employees, our suppliers, our customers, and our neighbours.

### 3.3 Our Goal

Our goal is to work together to provide our customers with tailored solutions that meet their satisfaction. We aim to offer a combination of optimal value for money and a long-term ethical and appropriate process. Our products represent flexibility, innovation, and high quality standards. Our claim is that we can find the right solution for almost any task.

## 4 Fair competition / Anti-corruption / Bribery / Compliance with applicable laws

Fair competition and antitrust law are paramount to us. We expressly distance ourselves from any form of corruption and bribery. German laws and corresponding European jurisprudence are binding for us. We avoid situations where the private interests of an employee conflict with the interests of the company. We comply with the applicable export and import regulations. We do not coordinate our competitive behaviour with competitors. We strictly adhere to laws protecting competition. We apply the highest standards of integrity and pursue a zero-tolerance policy. As part of our social responsibility, it is essential that business partners act ethically and with integrity. We expect our business partners to act in the same manner and comply with applicable laws.

## 5 Human rights

We distance ourselves from any form of discrimination and bullying, especially on grounds of nationality, ethnic origin, belief, sexual orientation, religion, gender, age, or disability within our company and towards customers and business partners. We respect the right of our employees to form associations of their choice, conduct collective bargaining, and strike. Members and employees' representatives are protected from discrimination in this regard. We ensure that applicable working time regulations are adhered to and that employees receive fair compensation for their work. We do not tolerate child labour or any other form of forced labour. Our business partners must also respect the fundamental human rights of all, and child and forced labour must not be supported. We act ethically and seek to increase sensitivity for responsible interaction among all employees, customers, and suppliers. Our business partners must respect human rights and treat their employees fairly and with respect.

## 6 Sustainability

We strive to source quality and environmentally relevant products and services from regional suppliers whose working methods integrate social aspects and align with our principles regarding specifications and environmental protection. Our influence lies in the selection of auxiliary and operating materials and the use of packaging materials that are as environmentally friendly as possible. Sustainable management and resource-conserving actions are central concerns for us. We work together with our workforce and our business partners to protect our climate by improving energy efficiency and promoting the use of renewable energies to mitigate climate change.

## 7 Management systems

### 7.1 Quality

High-quality products form the foundation of every company. In combination with economic aspects, they determine the attractiveness of the company for the customer. Therefore, it is our declared intention to continue to best combine both components. We ensure consistently high quality through the use of modern quality management methods such as SPC, FMEA, or Six Sigma. Beyond the purely formal criteria, we have embedded quality awareness in our corporate culture. Therefore, we have developed guidelines based on concrete questions that each employee ensures compliance with at their respective workplace. All manufacturing processes, services, and business operations are subject to certain quality requirements. We pursue a "zero-defect strategy" in terms of product execution, price, service, and delivery reliability. Errors should be identified and avoided from the outset so that we are able to deliver faultless products on time and in the required quantity. Whether this self-defined standard is implemented can primarily be seen from the number and type of complaints. These are reflected in the postings that are published individually for each product area as well as regularly for all product areas. On this basis, each employee can see in which areas there is potential for improvement and implement possible changes directly on site. Thus, everyone in our company independently contributes to avoiding error costs and helps to maintain our competitiveness. Johann Vitz GmbH & Co. KG is certified according to DIN EN ISO 9001 and IATF 16949. Our business partners must provide high-quality, safe, and effective goods and services that comply with applicable laws and regulations and meet generally accepted quality standards or contractually agreed quality requirements.

### 7.2 Environment / Energy

Environmental awareness and resource-conserving behaviour shape not only our societal but also significantly our entrepreneurial actions. It is not only about adequately implementing existing environmental regulations but also about further promoting environmental protection within the company as a responsible operation. Compliance with legal requirements is not only a duty but an important means to realize our operational environmental protection in a proper and professional manner. An environmentally oriented company management is innovative, thinks about the future, and questions old solutions. Forward-looking environmental protection serves to secure our company in the long term. Our competitiveness is not negatively affected by this. The use of the best possible technology within the framework of economic feasibility should minimize harmful environmental impacts, avoid accident-related environmental disturbances, and mitigate the consequences of accidents. As far as possible, we want to avoid waste. Where this is not possible but economically justifiable, we take measures for environmentally compatible recycling or disposal. In doing so, we reduce non-recyclable residual materials as much as possible. In our production processes, we ensure that energy and resources are used sparingly.

We pay attention to possible dangers to people and the environment and try to avoid these as much as possible.

Johann Vitz GmbH & Co. KG has introduced a professional environmental management and energy management system and is certified according to DIN EN ISO 14001 and DIN EN ISO 50001. Our business partners are expected to ensure safety in the handling, storage, transport, and disposal of waste, emissions, and wastewater. All activities that could negatively impact the health of humans, animals, and/or the environment must be adequately monitored. Natural resources, such as water, energy sources, and raw materials, are to be used sparingly by our business partners to reduce environmental impact and promote a better and more sustainable circular economy.

### 7.3 Health and safety at work

We take responsibility for the health and safety of our employees and ensure the best possible prevention of accidents and occupational diseases. We comply with the respective national standards and ensure that there is never a danger to the health or life of the workforce. Health and safety risks must be minimized, immediately reported if discovered, and constructively addressed for improvements. It must be ensured that the workforce is adequately trained and skilled on health and safety topics. Business partners must take sufficient precautions for the health and safety of their employees, customers, and other persons. Responsible, sustainable action is also essential.

## 8 Protection of Property

Johann Vitz GmbH & Co. KG and all business partners who come into contact with personal and operational data are committed in writing to maintaining data confidentiality. We adhere to the provisions of the GDPR. All operational data as well as customer data are technically protected against unauthorized access. We protect all non-public information about our company as well as our material and immaterial property and handle them responsibly. We respect the right to intellectual property and ensure that technology and know-how transfer occurs in a manner that does not restrict this right.

## 9 Binding Nature of the Code of Conduct

This Code of Conduct is binding for everyone. Our business partners also commit to promoting and disseminating the compliance with the contents of this Code of Conduct within their own supply chain as best as possible. If violations of this Code of Conduct are identified, the business partner is obliged to immediately inform Johann Vitz GmbH & Co. KG in writing and to initiate appropriate remedial measures. In case of a violation, we reserve the right to terminate the respective contract for good cause without notice, depending on the severity of the violation and the individual case. All internal violations of this Code of Conduct will be sanctioned with disciplinary measures.

If our business partners suspect that a law, this code, or other guidelines and regulations have been violated, they can report this suspicion to [compliance@vitz.de](mailto:compliance@vitz.de).

## 10 Effective date

This Code of Conduct comes into force on 01/09/2024 and replaces all previous Codes of Conduct for employees and business partners.

Velbert, 01/09/2024

Location, Date



Michael Vitz  
Managing Director



Harald J. Gänz  
Managing Director

## 11 Confirmation of the Code of Conduct of Johann Vitz GmbH & Co. KG

The undersigned hereby confirms:

We acknowledge the provisions of the Johann Vitz GmbH & Co. KG Code of Conduct and will always adhere to them.

\_\_\_\_\_  
Location, Date

\_\_\_\_\_  
Name und position in the company

\_\_\_\_\_  
Company / Company stamp

X  
\_\_\_\_\_  
Signature