

## Corporate Policy Of LEIPA Group GmbH

**LEIPA Group GmbH is the umbrella company for the LEIPA Group of Companies and provides the overall guidelines, which are adapted and detailed by the individual subsidiaries. In line with the company's mission statement, the focus is on the careful use of resources and a sustainable contribution to the circular economy. LEIPA takes active responsibility for people, nature and the environment.**

Independent, future-oriented and grandchild-friendly. This outlook shapes and characterises the way we work, interact with each other, how we communicate and how we actively take responsibility for people, nature and the environment. With our actions today we are laying the foundations for future generations and the successes of tomorrow.

***LEIPA makes an important contribution to the well-being of all generations with a passion for the circular economy of the future.*** This mission sums up our plans for the future as a group of companies.

The LEIPA guidelines cover ten key issues that apply across the Group and form the basis for our decisions, actions and investments.

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### Occupational Safety

Occupational safety at LEIPA is based on three specific safety principles. The foundations for this are continuously being developed and improved, with particular emphasis on quality and know-how.

Occupational safety begins with the behaviour of each individual. Together, we as a group of companies want to and can take on the pioneering role in our industry.

Our three **safety principles** guide our actions:

- Safety at work comes first.
- Safety at work starts with me.
- We can prevent all accidents.

Optimal safety is achieved by following our safety principles, by paying close attention to evaluation, experience and improvement, and by making safety a central part of our management and daily work.

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## Health Protection

The aim of LEIPA's health protection is to prevent the effects of work on health – whether physical, psychological or social.

For this reason, we pay attention to the ergonomically correct design of our workplaces, fair shift schedules and compliance with the applicable working time regulations.

We offer our employees medical support, for example through company medical (preventive) examinations or flu vaccinations.

We put prevention before cure.

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## Environmental Protection

### *Environmentally friendly production*

Climate and environmentally friendly production is one of LEIPA's primary guiding goals. We minimise the environmental impact of production by optimizing the use of resources, reducing emissions to air and water, and minimising energy and water requirements and process residues. We also pay attention to reducing the amount of waste produced and strive to recycle it as much as possible.

All companies in the LEIPA Group are required to conduct their business in accordance with relevant legislation, codes of practice and other guidelines as a minimum standard and to apply best environmental practice throughout the Group.

### *Environmentally friendly logistics*

LEIPA not only chooses logistics solutions according to economic aspects, but also promotes the use of eco-efficient means of transport. Careful route planning with optimal capacity utilisation enable a reduction in the environmental impact of logistics activities. LEIPA only uses reliable logistics partners who meet our requirements with regard to nature and the environment.

### *Sustainable procurement*

LEIPA requires all its suppliers to comply with local laws and government regulations and expects them to continuously improve their environmental performance. The environmental responsibility of all key suppliers is systematically and regularly assessed. Environmental risks must be assessed and preventive and corrective measures must be taken based on potential hazards. All procurement practices shall comply with the Procurement and Purchasing Policy. The selection of suppliers, products and services shall be based not only on cost considerations but also on sustainability aspects.

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## **Energy Efficiency**

LEIPA is committed to reducing the climate change impacts associated with the generation, procurement and use of energy. This goal is to be achieved by promoting energy efficiency as well as reducing the carbon footprint. Opportunities and measures to reduce energy consumption and improve energy efficiency are regularly identified and implemented. The increased use of renewable energy is a firm goal of LEIPA.

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## **Quality**

The aim of LEIPA's quality policy is to meet the requirements and wishes of its business partners at all times, to offer them reliable products and to ensure confidence in quality and consistency of quality through innovation and investment.

We strive to continuously improve our company's performance in all areas and to create and secure long-term economic success. Competitiveness and cost efficiency are continually improved through the use of modern technology. Quality standards in procurement, production, service and logistics, as well as the consideration of environmental aspects, help our company to implement and design its value-adding processes.

Employees contribute their knowledge, creativity and ideas to the manufacturing and management processes. They make a significant contribution to the flexibility and optimisation of processes and thus to quality assurance.

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## **Compliance**

We are committed to achieving the highest possible ethical and legal standards in our business.

At the heart of our compliance policy are six core areas that we strictly adhere to, both in relation to ourselves and our suppliers.

LEIPA has a zero-tolerance policy for violations of these unwavering principles:

### **Human Rights**

- We support and respect the protection of international human rights.
- We ensure that we are not complicit in human rights abuses.

#### Work

- We reject all forms of forced labour and slavery, child labour and discrimination in employment and occupation.
- We respect health and safety at work and ensure this by providing a safe and hazard-free working environment for our employees.
- We respect the freedom of association and recognise the right to collective bargaining.

#### Environment

- We support a proactive approach to environmental issues.
- We take initiatives to promote greater environmental awareness.
- We encourage the development and diffusion of environmentally friendly technologies.

#### Integrity

- We are committed to compliance with applicable laws and regulations and expect the same from our suppliers and business partners.

#### Anti-corruption

- We reject all forms of corruption, including extortion and bribery. This also applies to breaches of competition law, fraud and money laundering.
- We consistently avoid any conflicts of interest.

#### Value chain

- We encourage our business partners at all levels of the value chain to adhere to these principles.

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### **Customer Satisfaction**

For us, market-driven entrepreneurship means achieving the highest possible customer satisfaction. Our management and organisation are geared to this goal. In order to serve our customers according to their needs, we have an organisation that is close to the market.

Customer proximity, innovation and professionalism have been the basis of our success for many years. Quality means meeting requirements, taking into account legal and regulatory requirements, the needs of customers and other stakeholders, our own needs and the impact on the environment.

Customer satisfaction is an important basis for a successful business future and for securing the jobs of our employees.

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## **Employee Satisfaction**

The most important prerequisite for the success of our company is a satisfied, efficient and motivated workforce. This is the only way to ensure the future viability of LEIPA and its economic success.

The focus is on secure jobs, the best possible work-life balance and clear, measurable company, team and individual goals. We use regular employee surveys to monitor satisfaction and identify potential for improvement.

The basic values of cooperation are characterised by recognition, feedback, openness, trust, team spirit and reliability. We ensure mutual respect at eye level in all areas of the business and at all levels.

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## **Responsibility To Our Neighbours**

As a company and an employer, we have a social responsibility not only to our employees. As a neighbour, we also have a responsibility to our immediate neighbours and to the residents of the surrounding communities.

LEIPA aims to continuously reduce impacts such as noise and odours. We set ourselves internal targets that go beyond the existing legal requirements and enable us to act as a role model in our responsibility for the region.

In this way, LEIPA wishes to make a qualified contribution to maintaining and improving the quality of life in the communities in which the LEIPA Group companies operate.

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## **Continuous Improvement**

The main objective is to continuously improve the standards achieved in all areas under consideration. To this end, binding improvement programmes and specific targets are agreed within the Group. In addition, it is the responsibility of each employee to make the best possible personal contribution to the achievement of these goals.

All activities and policies comply with national, international and local laws, regulations and agreements. Should these prove to be insufficient or unclear, LEIPA Group companies will alternatively follow their own internal standards, principles and procedures that apply throughout the company.

From 2023 onwards, LEIPA will document and optimise its measures in accordance with the Sustainability Code and strategically align its corporate goals with the 17 Sustainable Development Goals of the United Nations.



Berlin/Schwedt/Schrobenhausen  
LEIPA Group of Companies  
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A. Bellante, CEO    R. Huesmann, CIO    Chr. Schürmann, COO  
P. Walczak, CSO    H. Kudrus, CTO