

Code of Conduct of the Silica Verfahrenstechnik GmbH

BR 2014-02

The present Code of Conduct of the Silica Verfahrenstechnik GmbH outlines the basic values for the business behaviour and the business ethics of our company. With these principles we want to implement the highest standards for ethical behaviour in compliance with the laws and ensure their abidance. The following guidelines are obligatory and apply to all employees of the Silica Verfahrenstechnik GmbH.

1. Business Ethics and Behaviour

The Silica Verfahrenstechnik GmbH conducts its business in compliance with the prevailing laws and regulations and sets the greatest value upon transparency and sincerity in dealing with its business partners. The Silica Verfahrenstechnik GmbH does not conduct any unlawful business practices. The integrity of our company is of the highest priority and must not under any circumstances be compromised by the behaviour of our employees. They must not offer any advantages exceeding the usual business hospitality in the form of payments, gifts or promises to customers, suppliers, or other third parties (e.g. officials). The employees of the Silica Verfahrenstechnik GmbH will not accept any payments, gifts, or personal favours from our business partners.

The Silica Verfahrenstechnik GmbH maintains professional business relations with its customers and suppliers, avoiding any conflicts of interest.

Any conflicts of interest that occur within the context of our employees' business activities must be reported to the management board. For instance, a conflict of interest may occur when an employee of the Silica Verfahrenstechnik GmbH has business ties with a company, in which a member of his or her (extended) family holds a leading position.

The Silica Verfahrenstechnik GmbH will not make any donations to political parties or support their interests otherwise. Political or religious activities are generally not allowed on the premises of the Silica Verfahrenstechnik GmbH. Employees expressing their opinions about political or religious matters in the public must not create the impression that they are speaking or acting on behalf of the Silica Verfahrenstechnik GmbH.

Employees who have non-public insider information about our business partners must not share these with anyone. In the case that this non-public, company-related information allows conclusions about trading results, employees of the Silica Verfahrenstechnik GmbH may not buy or sell stocks of the concerned company or provide investment tips to third parties (insider trade).



2. Antitrust and Competition Law

The Silica Verfahrenstechnik GmbH supports free and fair competition. Our employees comply with the antitrust and competition laws. They must not exert influence through agreements or other activities that might restrict free competition. Such activities may include an agreement between competitors for the purpose of fixing and controlling prices, a boycott of certain suppliers or customers, dividing up customers or markets, and restricting product distribution to influence the market value. Employees of the Silica Verfahrenstechnik GmbH have to make sure that activities involving representatives of other companies cannot be viewed or interpreted as violations of competition law.

3. Confidentiality and Trade Secrets

Confidential information about the Silica Verfahrenstechnik GmbH and its business partners attained by employees during their employment may not be used or disclosed, neither directly nor indirectly, neither verbally nor in writing. Confidential business documents and information include secrets of the trade, inventions, internal reports, strategies, sales data, internal price lists and project calculations, sensitive project information, business plans, and development projects. This obligation will continue to apply even after the termination of the employment relationship.

The confidential handling of sensitive information protects the interests of the Silica Verfahrenstechnik GmbH.

4. Financial Documents

The entire financial documentation of the Silica Verfahrenstechnik GmbH is accurate and complies with statutory regulations. Financial documents are an important part of the fulfilment of company duties towards our proprietors, employees, customers, suppliers, and regulating authorities. Illegal practices, e.g. manipulations, violate the applicable laws and will be punished accordingly.

5. Employee Relations and Equal Opportunities

The success of Silica Verfahrenstechnik GmbH primarily depends on the open and trustful communication on all company levels. We expect our employees to cultivate a polite and appreciative exchange in their one-to-one and team conversations, while on the phone, writing correspondence, and also in their e-mail communications.

Without exception, the employees of the Silica Verfahrenstechnik GmbH support an open, friendly, and fair treatment of co-workers and business partners regardless of race, ethnicity, gender, religion, ideology, disability, age, or sexual identity. Employees who have been treated unfairly, marginalized, or disadvantaged may confidently approach their executives.



6. Safety at the Workplace

The Silica Verfahrenstechnik GmbH is guided by the declaration of the World Health Organization (WHO), which defines health as a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity.

The Silica Verfahrenstechnik GmbH is committed to provide for a healthy and safe working environment and to comply with labour protection laws.

Our employees are the most important asset of our company and therefore the Silica Verfahrenstechnik GmbH considers the health of its employees as a social responsibility. The central task is to improve well-being at the workplace and eliminate hazards at work.

7. Use of Company Resources

The Silica Verfahrenstechnik GmbH provides its employees with appropriate working tools and equipment needed for the execution of their professional duties. Consequently, our employees dispose of company resources, such as working time, raw and other materials, office and factory equipment, real estate, vehicles, tools, and software. The use of company resources is exclusively limited to business purposes. Any private use must be authorised by the management in advance. All company resources must generally be treated with care. The employees are responsible for a sustainable and efficient handling of our company's resources.

8. Protection of the Environment

The Silica Verfahrenstechnik GmbH is committed to a sustainable protection of our environment. Our plants for waste air purification and solvent recovery contribute to environmental protection every day. In addition, already during process layout, the highest value is set on a sustainable handling of resources and an efficient energy utilisation. During the construction and production process of our procedural plants our employees make sure to not unnecessarily waste any resources, e.g. energy, paper, auxiliary supplies, or other raw materials.

9. Implementation of the Code of Conduct

We expect our employees to comply with the principles of this Code of Conduct. If any questions regarding the Code of Conduct should arise, they may be brought up to the management board's attention at any time. In the case of a violation of the principles of this Code of Conduct, the management of the Silica Verfahrenstechnik GmbH reserves the right to take appropriate steps in order to protect the employees and the integrity of our company.