



**Code of Conduct**  
**Kraus & Naimer Group**

# Code of Conduct

## Kraus & Naimer Group

March 2024



### 1. Company

We are the global market leader in cam switches and are specialized in industrial switches of all kinds. Designing, producing and supplying main switches, control and repair switches as well as switch disconnectors, we will find the ideal solution for almost every application. The flexible modular system allows us to produce individual, custom-made products with numerous extras such as locking devices, key switches, or auxiliary contacts.

All our products – be it standard switches or custom solutions – meet the required national and international regulations for the intended application.

**Please note:** For better readability, the following code of conduct does not use male and female language forms at the same time. We use the generic masculine wording, whereby both genders are meant equally.

### 2. Principles

#### 2.1. Compliance with the Law

As a company, we are part of society and therefore subject to its rules and laws. We expect from our employees and business partners to behave in an equally compliant manner. We do not tolerate violations of this principle, for whatever reason.

#### 2.2. Quality

The satisfied customer is in the focus of our actions. With high quality products and competent consultation, we pursue the goal of a long product life. Sustainable and customer-oriented, our products should exceed their intended service life and in this way reduce costs and the consumption of resources.



### 2.3. Responsibility

As a manufacturing company, we are responsible for the health and prosperity of our employees. Above all, we have a responsibility towards the environment and society in general. Due to the high level of vertical integration in our factories, we not only maintain control, but also bear direct responsibility for the essential part of the production process.

### 2.4. Progress

We continuously improve our products and manufacturing techniques in order to meet the steady growing demands of our customers as well as our own demands. In addition to the observation of technological trends for better productivity and sustainability, this also includes our own ingenuity and the pursuit of perfection.

## 3. Labour Practices & Human Rights

Kraus & Naimer respects and supports the promotion of internationally recognized human rights and values all employees equally as the company's most important asset and the basis of success. We want to protect this asset as well as possible.

### 3.1. Health and Work Safety

We ensure a healthy and safe working environment to our employees. Together with our employees and the responsible authorities, we provide appropriate safety measures at all workplaces in order to avoid accidents and injuries.



### **3.2. Forced Labour and Child Labour**

Kraus & Naimer is against any form of forced labour and slavery, as well as against any exploitation of endangered groups. We respect the regulation of the International Labour Organization (ILO) regarding the minimum age of employees. Any stricter regulations at national level will be followed with priority.

### **3.3. Discrimination**

Our corporate culture is based on trust, equal opportunities and tolerance. We reject all forms of harassment, intimidation and bullying. Any form of discrimination and harassment is prohibited. No person may be disadvantaged because of gender, age, skin colour, culture, ethnic origin, sexual orientation, disability, religious affiliation or ideology. With their exemplary and professional behaviour, all Kraus & Naimer employees help to promote a pleasant working atmosphere and a positive image.

Despite all care and awareness measures, discrimination or harassment can still occur. In such a case, please immediately contact our works council or the Chamber of Labor.

### **3.4. Freedom of Association and Expression**

In accordance with national legislation, we protect the rights of our employees to form an employee representation in the form of a works council and to join trade unions. Every employee has the right to form, express and represent his own opinion.

### **3.5. Working Hours and Wage**

We provide appropriate remuneration and adhere to the statutory and collective bargaining agreements, as well as the labour law. We respect legal requirements regarding maximum working hours as well as rest and break times. A flexible division of working hours within the framework of flexitime offers many of our employees the basis for a good work-life balance, which in turn is important to promote long-term cooperation.

## **4. Environmental Protection and Sustainability**

By energy-efficient manufacturing techniques and the use of renewable energies, we desire to keep our ecological footprint as small as possible. We further protect the resources of our planet with the high quality and durability of our products themselves.

### **4.1. Responsible sourcing**

To manufacture our products, we need raw materials and primary materials of the highest quality. When procuring these goods, we prefer national suppliers as well as partners from surrounding countries. In this way, transport routes are short and availability is high. It is very important to us that the raw materials originate from sustainable and conflict-free origins to protect the environment and human rights. Therefore, we refrain from using conflict materials and adhere to the limits regarding persistent organic pollutants (POPs), the Restriction of Hazardous Substances (RoHS), the REACH regulation, and the Toxic Substances Control Act (TSCA).

A significant part of our ecological footprint is due to the upstream emissions of our suppliers, we expect them to keep these emissions as low as possible and to align themselves with our ideals.

### **4.2. Waste management**

The best way of dealing with waste is to avoid the production of it. Thanks to intelligent process technologies, we are able to internally use or recycle a large part of the material residues that arise in the production process. In addition, appropriate containers are available for residual material for sorted disposal and the subsequent external recycling process.



## 5. Confidentiality and data protection

We treat confidential information with the utmost care and protect it from unauthorized viewing and disclosure. We process personal data in compliance with the legal framework only for legitimate purposes and only to the extent that is necessary to fulfil the purpose. We act responsibly in dealing with business information and protect the company's intellectual property as well as customer and supplier data entrusted to us. We expect the same degree of discretion from our employees and business partners during and beyond the business relationship.

## 6. Fair business practices

Respectful, transparent and discreet contact with our business partners is fundamental for a trustful and successful business relationship. We reject all forms of corruption and bribery. Under no circumstances will we seek personal benefits from business partners or third parties, or accept promises to receive anything in return. We expect the same from our suppliers and customers.

## 7. Implementation and Communication of the Code of Conduct

This code of conduct is binding for every Kraus & Naimer employee. The information has been communicated within the company and published on our website [www.krausnaimer.com](http://www.krausnaimer.com). Business partners shall be informed about the principles of Kraus & Naimer. Strict adherence to the same standards and principles is equally expected from our subcontractors and customers. In addition, our suppliers are requested to provide written consent to the content of this COC.



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