



HUMAN RIGHTS & WORKING CONDITIONS

GUIDELINES

PROMOTION OF HUMAN RIGHTS AND GOOD WORKING CONDITIONS AT FISCHER LICHT & METALL

FISCHER LICHT & METALL respects the human rights of its employees and aims to provide working conditions that exceed minimum standards. Cooperation within the company is characterised by mutual respect and the values laid down in FISCHER LICHT & METALL's corporate strategy.

These principles determine the attitude and behaviour of employees and include aspects such as responsibility, appreciation, transparency, trust and openness. Managers at FISCHER LICHT & METALL have a special role model function. They exemplify the values and bring them to life in their day-to-day management.

Acting responsibly, sustainably and in accordance with the law is one of the core values of FISCHER LICHT & METALL. This is firmly anchored in our corporate strategy. We expect our managers, employees and business partners to comply with all applicable laws and other relevant national and international regulations in all company-related decisions and actions.

This guideline on human rights and working conditions confirms and specifies the commitment to respect human rights. It supplements the FISCHER LICHT & METALL Code of Conduct and all other existing corporate principles, guidelines and instructions.

Human rights are fundamental standards intended to ensure the dignity and equality of all. They are universal, inalienable and indivisible rights to which every human being is equally entitled. They are independent of nationality, origin, sex, colour or other status. This definition is laid down in the "Universal Declaration of Human Rights".

This is in line with FISCHER LICHT & METALL's self-image and its declared aim to avoid human rights violations. Our responsibility in the area of human rights focuses on issues and fields of action in which we can exert an influence as a company.

In accordance with national and international regulations, FISCHER LICHT & METALL regards human rights as inviolable and manages working conditions accordingly, so that no impairment of human dignity is to be expected at the workplace. The company's employees are considered equal regardless of any attributes, which is presented in the following sub-chapters.

Our business partners are required to respect internationally recognised human rights and treat their employees with respect and dignity.

ETHICAL RECRUITMENT

FISCHER LICHT & METALL guarantees absolute compliance with the transparency of the application and recruitment process and the equal treatment of all applicants and employees in the recruitment of staff. FISCHER LICHT & METALL also guarantees a fair framework so that every applicant and employee can move freely, not be restricted by abuse, threats and practices such as the unlawful retention of passports or possessions by their employer, be paid for their work, not be forced to work, work voluntarily, be informed in advance of their terms and conditions of employment without misrepresentation, and be paid regularly as agreed and in accordance with applicable laws and regulations.

WORKING HOURS AND WORKING TIMES

Working hours will be agreed with the employee during the recruitment process and will in all cases comply with the Working Hours Act. Seasonal peaks in workload may make it necessary to increase the number of hours worked. These additional hours worked on a voluntary basis will either be remunerated or employees will be given the opportunity to compensate for them by taking compensatory time off in a timely manner after the order volume has been reduced.

Working hours are recorded transparently via the digital clock-in system at the employee entrance to the building. Flexible working hours are offered in all departments to help employees balance work and private life. Core working hours and the shift system ensure that employees have sufficient time to rest between working days. Breaks during work are defined in the company and employees are encouraged to take them.

We expect our business partners, and have set out this expectation in our Supplier Code of Conduct, to comply with national working time laws, including applicable rest periods, holidays and public holidays.

OCCUPATIONAL HEALTH AND SAFETY

Protecting and supporting the health of employees is a top priority for FISCHER LICHT & METALL. The company consistently complies with the applicable occupational health and safety laws. Effective management systems make it possible to subject the relevant specifications relating to occupational health and safety and the ergonomic design of workplaces to regular review in order to reduce the risk of accidents.

ZFISCHER LICHT & METALL works with a specialist consultancy to support and ensure the completeness of all occupational health and safety issues. We hold regular meetings with the service provider ASA. This committee discusses topics relevant to health and safety, such as new processes and new machines. In addition, regular inspections by the Employer's Liability Insurance Association and written assessments by the consultant for all departments ensure operational safety. This committee is also used to assess the impact of measures on the environment and the surrounding area.

The responsible managers shall perform their duties in accordance with the respective applicable occupational health and safety requirements of FISCHER LICHT & METALL. They ensure that the employees concerned are regularly instructed in the relevant aspects of health and safety at work. For this purpose, the managers are regularly trained.

In general, the implementation of occupational safety regulations is included as part of quality management in the form of processes. In the management software, both the process and the risk assessments and hazardous substance sheets resulting from the ASA meetings are documented.

To cope with acute situations, emergency plans are defined in the company and fire protection officers and first aiders are trained.

FISCHER LICHT & METALL also takes appropriate protective measures to ensure the safety of its employees and visitors.

Our business partners, as employers, shall provide a safe and healthy working environment for their employees in accordance with national laws and regulations. This includes accommodation provided by the company. Work-related illnesses, personal injuries and accidents must be avoided at all costs.

Personal Protective Equipment & Emergency Precautions

The working environment must meet the requirements of a health-oriented design. We expect all employees of our business partners as well as at FISCHER LICHT & METALL to be trained on accident prevention, emergency preparedness with emergency measures and procedures and in the use of personal protective clothing and equipment.

Machinery safety

The company shall ensure the personal safety of all employees at their workplace, while handling hazardous substances and while operating machinery.

Fire protection

In order to protect employees from fire hazards, the employer shall take the measures necessary for first aid, firefighting and evacuation of employees in accordance with the type of workplace and activities and the number of employees.

PAYMENT

FISCHER LICHT & METALL offers its employees competitive and performance-based remuneration, supplemented by additional benefits. We compensate our employees fairly, both internally and externally.

The wage and salary structure of our in-house collective agreement is based on the pay scale of the Bavarian metal and electrical industry. This internal salary structure enables fair and transparent remuneration according to the completed training and experience.

All employees of our business partners are to be paid in accordance with the applicable collective bargaining laws, including minimum wage, overtime and the legally required social benefits. This is laid down in our Code of Conduct for our business partners.

QUALIFICATION

FISCHER LICHT & METALL promotes the long-term employability of its employees. New employees are recruited on the basis of their individual skills and are supported and developed accordingly. The company develops the skills and talents of its employees in a targeted manner through future-oriented training and further education programmes in order to ensure a high level of performance and employability in the long term. Access to training and development is based on the principle of equal opportunity for all employees.

RIGHT TO PRIVACY - PROTECTION OF PERSONAL DATA

To protect the personal rights of employees and customers regarding the use of their personal data, FISCHER LICHT & METALL adheres to high data protection standards. The company is fundamentally guided by German and European data protection standards in order to ensure the best possible respect for personal rights. Innovative information technologies and the advancing media networking can pose major challenges in the handling of personal data in everyday business. Corporate data protection works to ensure that the use of such data complies with the law, impacts on privacy are kept to a minimum and the rights of every individual are safeguarded, including the right to information, correction, blocking or deletion of data.

BAN ON FORCED LABOUR

FISCHER LICHT & METALL does not tolerate any form of forced or compulsory labour.

Already in the planning stage, the activities of the position to be filled are defined in a job profile and resulting requirements are published in the advertisement. In the course of the interviews, these are presented to the applicant by the head of department who is always present at the appointment. Thus, it is up to the employee to evaluate a position with the associated activities for personal suitability and ultimately to approve it.

In the course of the employment relationship, the employee is free to invoke his/her employment contract and the scope of activities defined in it. In this case, Human Resources shall decide whether a claimed activity is not compatible with the contract.

For our suppliers, we have stipulated in the Code of Conduct Business Partners that forced labour, bonded labour, indentured labour and any form of modern slavery such as human trafficking are prohibited. Any work to which a person is forced under threat of punishment or against his or her will is strictly prohibited.

FREEDOM OF ASSOCIATION AND RIGHT TO COLLECTIVE BARGAINING

FISCHER LICHT & METALL recognises the right of all employees to form employee representatives and to engage in collective bargaining to regulate working conditions.

The culture at FISCHER LICHT & METALL is characterised by trusting and constructive cooperation with the works council. Even in the case of contentious discussions, the goal is always to maintain a viable cooperation for the benefit of the company and the employees. Employees are neither favoured nor disadvantaged because of their membership or non-membership of a trade union or employee representation.

Suppliers are encouraged to grant all workers the right to form organisations of their choice for workers' purposes or to join workers' organisations and trade unions. Employers shall respect workers' rights to freedom of expression and assembly in accordance with local legislation.

BAN ON CHILD LABOUR

The employment ban on children applies throughout the company. The only exceptions are trainees who have not yet reached the legal minimum age of 18 when they join the company. In accordance with the International Labour Organisation Convention, special regulations apply to them, which prohibit shift work, night work and overtime in the company. They are also subject to clearly defined working hours, which are set at eight hours a day. School attendance associated with the training is guaranteed in all cases. The responsibility for the trainees is clearly defined and sufficient competence is confirmed by training certificates of these persons. In any case, the responsibility includes protecting the young workers from activities and working conditions that are harmful to their health, physical and mental development and general safety.

The companies of our business partners are strictly prohibited from using child labour. The minimum age for employment is 15 years. In principle, however, employment may not be started before the end of compulsory schooling in the respective country. Young people under the age of 18 must be protected from economic exploitation and the performance of work that could harm the health and development of young workers.

PROTECTION AGAINST HARASSMENT AND DISCRIMINATION

Inhumane treatment, such as physical abuse or sexual harassment and abuse, is subject to a zero tolerance policy in the company. All incidents, even the threat of harassment, are punished up to and including immediate dismissal. This also includes insults, psychological and physical coercion and any form of corporal punishment.

Equal treatment of all employees is a fundamental principle of our corporate policy..

FISCHER LICHT & METALL does not tolerate any discrimination of its employees. No one will be discriminated against, favoured or harassed on the basis of characteristics such as gender, skin colour, religion, nationality, political or other beliefs, ethnic origin, disability, age, sexual orientation or any other characteristic protected by local law, such as membership of a national minority, pregnancy or former military affiliation (veteran status). We actively promote diversity in the business and an open, inclusive culture.

From our business partners we demand the same protection against harassment and discrimination of its employees that FISCHER LICHT & METALL describes above. We have also communicated this in our Code of Conduct for our business partners.

RESPONSIBILITY

The managers of FISCHER LICHT & METALL are responsible for the implementation of the Human Rights & Working Conditions Policy in their area. Every manager is obliged to inform his or her employees about the content and meaning of this Code and to advise and support them in applying the principles in their daily actions. At the same time, managers must observe the Human Rights Code in the performance of their management duties, e.g. in their dealings with employees or as a basis for their business decisions.

All indications of possible human rights violations must be clarified prudently and promptly by the manager.

Every employee is obliged to comply with this FISCHER LICHT & METALL Human Rights Code and to base his or her professional actions on the principles formulated therein. In the event of indications of possible human rights violations, the employee may approach his or her own manager or contact the human resources department. All questions and information will be treated confidentially. FISCHER LICHT & METALL investigates the information and initiates corrective measures if necessary. In this way, problems can possibly be solved at an early stage and greater disadvantages for those affected can be avoided.



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