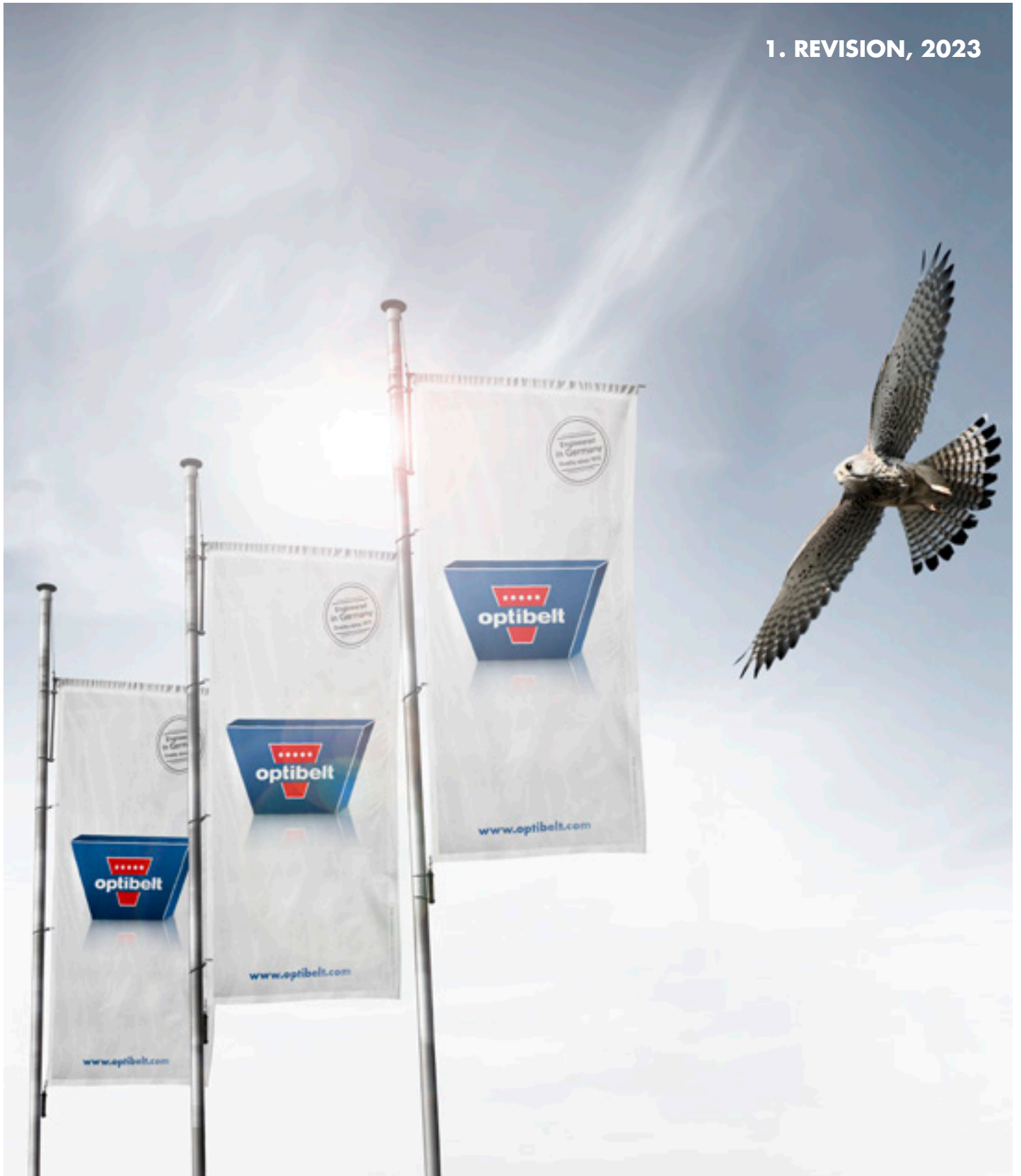




# ARNTZ OPTIBELT GROUP CORPORATE POLICY

1. REVISION, 2023



## TABLE OF CONTENTS

CORPORATE POLICY	3
QUALITY POLICY	4
ENVIRONMENT AND ENERGY POLICY	6
DIVERSITY POLICY	8
EMPLOYMENT AND SAFETY POLICY	10
HEALTH POLICY	12
ANTICORRUPTION POLICY	14
DATA PROTECTION AND THE WHISTLEBLOWER PROTECTION LAW	16
LEADERSHIP GUIDELINES	18

This corporate policy applies to all the associated companies and facilities of the Arntz Optibelt Group.

Höxter, November 2023

  
Reinhold Mühlbeyer  
Konrad Ummen

Management of the Arntz Optibelt Group



## CORPORATE POLICY

As the Arntz Optibelt Group, referred to in the following simply as Optibelt, we are one of the leading global manufacturers of high performance drive belts and develop sophisticated drive solutions for use in mechanical engineering, the automotive industry, agricultural machinery, household appliances, bicycles and the logistics sector.

Our products are used wherever durability, high quality and technical expertise are called for. We always look to the future and take sustainability aspects into account when making corporate decisions.

Optibelt is committed to discharging its ecological and social responsibility and strives to minimise the burden on people, the environment and the climate in the manufacture, transport and distribution of the products.

## QUALITY POLICY

All Optibelt employees are aware that the existence and continued development of the company can only be assured if our customers are satisfied and continue to place their orders with us. We will always have satisfied customers as long as we supply them with products

- of the agreed quality
- at the right time
- at the right place
- in the right quantities
- at competitive prices
- with the best level of service
- within the framework of a long-term business relationship

By setting out the requirements according to the latest versions of the recognised standards ISO 9001 and IATF 16949, we support our suppliers as well as our customers at all times with our knowledge and expertise.

The quality of our products and services is dependent on us working flawlessly in all areas. This is why our guiding principle is to avoid errors instead of remedying them or discarding defective products. The success of the company also depends on the people who work for us. Optibelt has motivated, qualified and quality-aware employees who work together in an atmosphere of trust.

All quality-assurance activities are based on the above-mentioned standards and on the customer's specific requirements. They form the foundations of our daily operations. Our quality policy is expressed in the quality and management system documentation, in both general and specific terms. This applies, without restriction, for all divisions of the company and is binding for all employees.

Our quality policy helps to

- make employees more aware of quality issues
- maintain and further develop a quality management system that operates with modern, standardised and coordinated methods and techniques and complies with the safety and environmental protection guidelines
- optimise quality costs and avoid any wastefulness
- introduce and develop process monitoring in our own facilities and those of our suppliers
- ensure customer satisfaction

We regularly check the quality situation and the continuous improvement of the efficacy of the quality management system.



## A close-up photograph of a white document titled "Security Check" in the upper right corner. The document features a series of six empty square checkboxes arranged vertically on the left side. To the right of each checkbox is a horizontal line for writing. A silver-colored ballpoint pen is positioned diagonally across the bottom right of the form, with its tip pointing towards the bottom left. The document is placed on a dark brown, textured surface.

Signature \_\_\_\_\_

## ENVIRONMENT AND ENERGY POLICY

Sustainable corporate management is an essential part of our activities. Economic success forms the foundation that allows us to push ahead with ecological and social improvements.

It goes without saying that we are committed to complying with all the statutory provisions and our own more stringent regulations relating to environmental protection.

Our goal is to develop environmentally-friendly and resource-saving products.

### DECARBONISATION

Decarbonisation, i.e. the avoidance or reduction of carbon emissions, particularly by shifting from fossil fuels to renewable energy sources throughout the entire value-added chain, is a strategy aimed at slowing down climate change and reducing the associated greenhouse gases in order to achieve a CO<sub>2</sub>-reduced or CO<sub>2</sub>-free economy. To this effect, we are committed to the Paris Agreement on climate change, which sets the goal of achieving net-zero emissions by 2050. CO<sub>2</sub> neutrality should therefore be achieved in the long term.

### RECYCLING

With regard to waste prevention and water consumption, our guiding principle is always: **“reduce – reuse – recycle”**.

The quality of the water that we use and discharge is recorded and regularly tested, to ensure sustainable water management.

### CONTINUOUS IMPROVEMENTS

With our environmental and energy management systems, we ensure that our products, processes, facilities and the management systems themselves are subject to continuous improvement. With the help of our environment and energy programme, we set and work towards achieving targets relating to important environmental and energy aspects, including energy efficiency and energy saving in order to continuously improve our performance.

In pursuing this aim, we consider the entire life cycle of our products and are committed to restricting to an absolute minimum the impact on people and the environment resulting from the development, production, storage, transport, distribution, and use of our products.

We undertake to continuously improve our energy and environmental performance, regarding both environmental impacts and the performance of our environment and energy management system.





### **INFORMING AND RAISING AWARENESS AMONG EMPLOYEES**

We promote the awareness of environmental and energy issues among our employees through regular communication. We make sufficient resources available for our goals to be achieved.

We want environmental protection and energy awareness to be anchored in the actions of all our employees.

We are convinced that good environmental protection requires continuous monitoring and further development. All our employees are actively requested to participate in this process.

### **FURTHER ENVIRONMENTAL RESPONSIBILITIES**

We care deeply about our environment. This is why, in our planning and processes, we always take animal welfare, biodiversity, soil quality and land use into account, and oppose deforestation. A responsible management system for chemicals is also important here.

When it comes to emission control, we always observe the relevant laws. We strive to keep our noise and light emissions to a minimum and take care not to adversely affect air quality.



## DIVERSITY POLICY

At the Arntz Optibelt Group, we are committed to ensuring a diverse and inclusive work environment, in which everyone is respected, valued and supported, regardless of their background, gender identity, ethnicity, religion, sexual orientation, age, abilities or other characteristics. This policy sets out our obligations regarding the promotion of diversity and inclusion in all our corporate activities.

We recognise the importance of diversity as a source of innovation, creativity and different perspectives. We undertake to create an integrative work environment, in which every voice is heard and everyone has the same opportunities.

We endeavour to employ a diverse workforce that reflects the diversity of our global community. We ensure that our hiring and recruitment processes are fair, non-discriminatory and inclusive. We support the professional development and promotion of all employees, regardless of their background, gender identity, ethnicity, religion, sexual orientation, age, abilities or other non-relevant characteristics.

We strive to achieve a work environment that is free of any discrimination, harassment or prejudice. No discriminatory behaviour, be it open or covert, will be tolerated. Every employee has the right to feel safe, respected and valued.

We will continue to offer training and programmes that increase awareness of diversity and inclusion. These training programmes aim to help overcome prejudices, discourage thinking in stereotypes, and promote a culture of understanding and mutual respect.

Managers at the Arntz Optibelt Group are responsible for promoting an inclusive culture and setting a good example with regard to the values of diversity and inclusion. We expect all our employees to help promote these values, whether through active participation or co-operation, or by reporting any concerns.

We welcome feedback from our employees, customers and partners with respect to our diversity and inclusion endeavours. We will continuously check and improve our guidelines, programmes and practices in order to ensure that they meet the highest standards.

We are sure that a diverse and inclusive work environment not only strengthens our employees, but also makes our company successful. This is, of course, in the interest of all our employees.











A yellow hard hat is positioned in the upper left corner of the page, resting on a green safety mat. The mat has a textured, pebble-like surface. The background of the page is a light blue gradient.

## EMPLOYMENT AND SAFETY POLICY

A comprehensive and forward-looking employment and safety policy is an essential prerequisite for sustainable and responsible corporate operations. The health and safety of our employees are valuable assets that we wish to protect and preserve.

For this reason, we are committed to complying with all legal provisions and our even more stringent internal regulations regarding health and safety at work, to making sufficient resources available, and to ensuring that all provisions are implemented properly at the workplace. The first priorities here are accident prevention and emergency planning, by providing the necessary protective equipment and raising awareness about this topic. Findings from incidents are processed and then measures are taken to improve the situation. This takes place within the framework of our incident and accident management system. We also ensure that all locations have fire protection.

In addition to standard personal protective equipment, we also offer our employees tailored protective equipment, such as prescription safety goggles and ear moulds.

For seated activities, workstation ergonomics are very important and here, too, we provide suitable equipment for our employees.

We always ensure machine safety in our facilities, so that our employees work with regularly checked and maintained machines. If handling chemical or biological substances is necessary, the employees involved will be given appropriate training.

We will not tolerate inhumane treatment, sexual assault or abuse, corporal punishment, psychological or physical coercion, or verbal abuse towards our employees and will protect them in every possible way. No reductions in pay will be made as a disciplinary measure. Reductions in allowances, bonuses, premiums, or suchlike are only permitted in previously defined cases and only to the extent agreed in advance with the employee concerned (if targets are not met or work errors are made, for example).

We also demand the highest level of safety from our service providers and suppliers. In areas where hazards or risks can be expected, visitors are instructed with regard to safe behaviour and compliance with the health and safety at work regulations before they enter the area and are required to comply with these instructions.



## HEALTH POLICY

Only employees who are healthy and productive can help create value and thus contribute to a company's success. For this reason and in accordance with the principles already described above, maintaining and supporting the health of our employees is a top priority and an important goal.

It goes without saying that we are committed to complying with all the statutory provisions and our own more stringent regulations relating to health protection. If a company wishes to foster the loyalty of its employees and make the most of the expertise gained by them in the long term, it must introduce suitable measures to create the right conditions for ensuring long-term employee satisfaction. With this in mind, we offer various programmes, at regular intervals, aimed at promoting health and fitness or regarding preventive measures.

The use of personal protective equipment and the provision of training courses to raise awareness of behaviour that prevents hazards and promotes good health and environmental protection make a significant contribution to accident prevention and thus to maintaining the health of employees.

Particular importance is placed on the protection of minors. Underage employees are not allowed to carry out tasks or work in conditions that could have a negative effect on their health.









## ANTICORRUPTION POLICY

Our basic principles include ensuring a fair, honest and transparent corporate policy combined with compliance with the laws and ethical principles of the countries in which we operate.

Both our management board and our employees distance themselves expressly from accepting, requesting or receiving any improper or unlawful benefits that could serve to influence business decisions. No employee will ever offer, procure or request improper advantages to/from business partners, their employees, or other third parties in business activities of any kind and will not accept such offers or attempt to do so. All employees are obligated to comply with the internal provisions of the corruption prevention guidelines.

All employees are asked to avoid any situations in which their personal interests are in conflict with the interests of the company. Such conflicts arise in situations where actions or decisions could affect both the execution of the task for the company (corporate affairs) and the personal interests of the employee (personal affairs), and where it is impossible to determine whether the action or decision could have influenced either of these parties; this also applies in cases where a duty to act is neglected.

## DATA PROTECTION

At Optibelt, we see it as our duty to comply with the various legal requirements worldwide that relate to the collection and processing of personal data. Our top priority is to maintain a harmonised and globally applicable standard that specifies how personal data is to be handled. For us, safeguarding the personal rights and privacy of every individual forms the basis for maintaining business relationships based on trust.

Within our group of companies, we have strict requirements for processing the personal data of customers, interested parties, business partners and employees. Our guiding principles for handling personal data include the provisions of the European General Data Protection Regulation (GDPR) and ensure compliance with the principles of the globally applicable national and international data protection laws. This allows us to implement a globally applicable data protection and data security standard within our group and to regulate the exchange of data with our various companies and service providers.

For further information on the topic of data protection at Optibelt and on how to assert your rights as a data subject, go to:

<https://www.optibelt.com/en/data-privacy-statement/>

## WHISTLEBLOWER PROTECTION LAW

We take anonymous reporting systems very seriously – you can find the current version of our whistleblower system brochure on our website at: <https://www.optibelt.com/fileadmin/pdf/unternehmen/Optibelt-Whistleblowing-en.pdf>.



CLICK HERE TO SEE  
THE BROCHURE!

You can also find our whistleblower system on our website or at: <https://www.bkms-system.com/bkwebanon/report/clientInfo?cin=Vw9nYr&c=-1&language=eng>.



CLICK HERE TO GO  
TO THE SYSTEM!









## LEADERSHIP GUIDELINES

### **WE SUCCEED TOGETHER** (RESPECTFUL INTERACTION, APPRECIATION)

By interacting with each other in a respectful and fair manner, we can create a working environment in which everyone feels appreciated, supported and like an integral part of a strong team.

### **WE NEVER STOP LEARNING** (REACH DECISIONS TOGETHER AND FOSTER A CULTURE OF LEARNING)

Our culture of lifelong learning, driven by curiosity, experience and careful deliberation, enables us to constantly improve and grow personally. We set ourselves targets, regularly review our work and learn together from both our successes and any challenges.

### **DIVERSITY AND INCLUSION UNITES** (EQUAL OPPORTUNITIES, INCLUSION, DIVERSITY)

We celebrate the uniqueness of each individual in our company and value the contribution of each team member. We recognise different backgrounds, perspectives and skills as added values for our team and our company. We make equal opportunities a reality and promote diversity and inclusion.

### **WE COMMUNICATE OPENLY WITH MUTUAL RESPECT** (COMMUNICATION, TRANSPARENCY AND RECOGNITION)

All our interactions are guided by respectful behaviour towards each other, open communication, mutual trust and a civil tone. We listen, are willing to recognise the achievements of others and give constructive feedback.

### **WE ARE COMMITTED TO SUSTAINABILITY** (SUSTAINABILITY AND HEALTH IN LEADERSHIP AND COOPERATION)

As a company, we take responsibility for local communities and the environment at all our locations and along the supply chain. We are highly dedicated to economic, social and environmentally sustainable growth. In particular, we strive to create and maintain a working environment that prevents workplace accidents and supports physical and mental health.

### **WE WORK IN AN EFFICIENT AND FUTURE-ORIENTED WAY** (USE OF MODERN WORKING METHODS AND AGILITY)

We purposefully promote the use of modern, in particular agile, working methods and use them to constantly optimise our processes.

### **LEADING IS ENCOURAGING** (TRANSFER OF RESPONSIBILITY AND EMPLOYEE DEVELOPMENT)

We support, motivate and help each other to recognise and implement new opportunities and solutions and further our own development. This is achieved by delegating responsibility, strengthening personal initiative and promoting the potential of employees.

**Optibelt GmbH**

Corveyer Allee 15  
37671 Höxter  
GERMANY

T +49 5271 621  
F +49 5271 976200  
E [info@optibelt.com](mailto:info@optibelt.com)



[www.optibelt.com](http://www.optibelt.com)