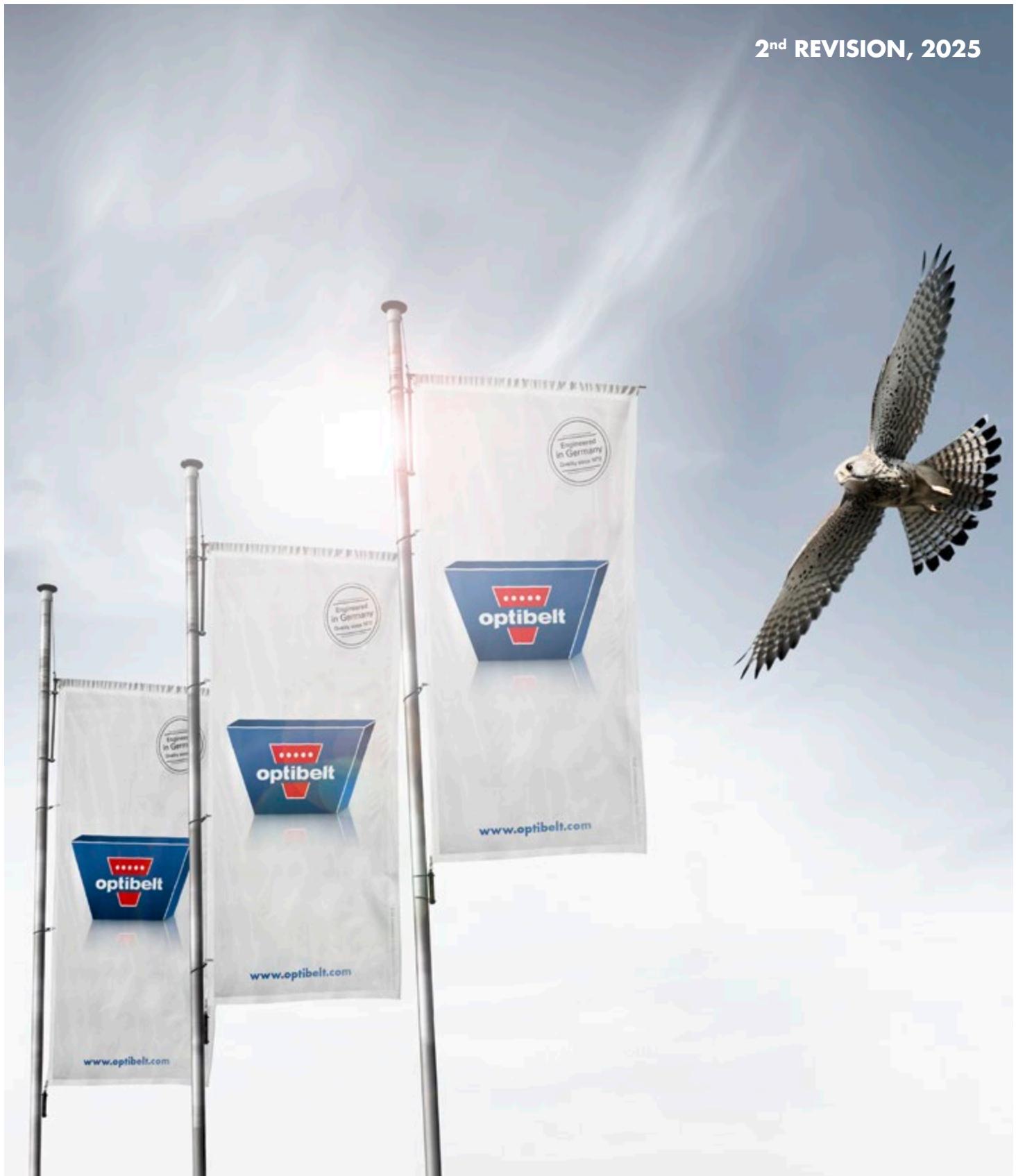




# ARNTZ OPTIBELT GROUP

# CORPORATE POLICY

2<sup>nd</sup> REVISION, 2025



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

Höxter, January 2025

  
\_\_\_\_\_  
Regina Arning

  
\_\_\_\_\_  
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 additional 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.

# Quality Check

A close-up photograph of a white sheet of paper with the words "Quality Check" printed in a black, sans-serif font at the top right. On the left side, there is a vertical column of seven empty square checkboxes. Each checkbox is connected by a thin black line that slopes downwards and to the right, ending in a small arrowhead. The paper is resting on a dark wooden surface, and the bottom right corner shows the tip of a silver ballpoint pen.

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. We take measures to make a contribution to environmental and climate protection. Our use of natural materials is carefully considered. We take due care to verify the sources of the raw materials that we use in our products.

We also avoid knowingly supplying any products that contain raw materials that play a part in corruption, the violation of human rights, or unethical behaviour, or that are harmful to the environment.

### 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.

Throughout all phases of production, we take care to further reduce the company's energy consumption and to improve energy efficiency in order to protect the climate and conserve valuable resources. Also, during production and delivery, we strive to constantly reduce greenhouse gas emissions along the supply chain and throughout the entire life cycle of the product – and we demand the same from our supply chain.

### RECYCLING

With regard to waste prevention and water consumption, our guiding principle is always: reduce – reuse – recycle. Wherever possible, we reuse or recycle materials and resources. Waste that cannot be avoided or reused is disposed of in the proper manner.

Where the consumption of water is concerned, we strive increasingly to employ circular systems in order to increase our water recycling rate, which in turn will protect the environment and sustainably reduce the consumption of valuable fresh water. Here, we focus particularly on protecting the water from contamination, so that good water quality can be ensured for the longest possible time. 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 improvements. 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 in particular 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.

We recognise the importance of preserving ecosystems and biodiversity in order to keep nature in balance and ensure long-term sustainability. This also involves the protection of biodiversity and the sustainable use of land. This is why we are committed to setting up practices and supply chains that maintain the natural diversity and health of our ecosystems. We are also committed to ensuring the responsible use of agricultural chemicals and to employing environmentally friendly practices so that any adverse effects on biodiversity can be minimised. These measures allow us to help preserve biodiversity and foster a healthy and sustainable environment.

We also take care to minimise our emissions of air pollutants. With the sustainable use of modern filter systems or chemical additives, we aim to improve the quality of the air along the entire supply chain.

Moreover, we always observe the relevant laws on emission control, and strive to keep our noise and light emissions to a minimum.

## PRODUCT USE AND THE HEALTH AND SAFETY OF CUSTOMERS

We take responsibility for the sustainability and environmental compatibility of our products and services. We are committed to using environmentally compatible, advanced and efficient technologies and to deploying these across the entire life cycle of our products. From the earliest stages of development and production, we take care to conserve natural resources, to continuously reduce environmental impacts, and to comply with the environmental laws and regulations. We also pay attention to the principles of the circular economy and the recyclability of our products at the end of their life cycle.

On the basis of our chemicals management and the declaration on the duty to communicate information on substances in articles, in accordance with Article 33 of Regulation (EC) No. 1907/2006 (REACH), we can confirm that our products do not pose a hazard to consumers.

## DIVERSITY POLICY

At the Arntz Optibelt Group, we are committed to ensuring an 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. This comes under the heading of freedom of speech.

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 professional development and promotion, regardless of background, gender identity, ethnicity, religion, sexual orientation, age, 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.







## 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 such-like 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 they 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. 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.

Access to water and sanitary facilities goes without saying, and all employees are entitled to such access at all times.







## 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 cannot be ruled out that the action or decision could have influenced either of these parties; this also applies in cases where a duty to act is neglected. To ensure compliance, all employees are familiarised with these topics and trained on a regular basis.

## INFORMATION SECURITY

Against a background of global digitalisation, information security has become extremely important in ensuring the security and integrity of data and information. In today's digital world, information is subject to complex and diverse threats. Risks arise from various sources, such as cyber criminals, technical failures or ambiguous regulations on work practices. Information security thus makes a substantial contribution to ensuring trusting cooperation and continued success for the company, since every company relies on its data and its employees' knowledge.

The main objective is therefore to determine, minimise and, if possible, to completely eliminate the risks. To this end, Optibelt has set up an information security management system, which it further develops on a continuous basis in order to protect the data of our customers and partners.

The information security management system (ISMS) is based on the requirements of ISO 27001:2022. It is used to control and monitor Optibelt's information security. The management board has also appointed an information security officer in this regard.

Three information security objectives are defined to ensure that the ISMS meets Optibelt's needs:

### CONFIDENTIALITY

Confidentiality ensures that only authorised persons and applications have access to the relevant information and information technology that is necessary for them to perform their tasks. Corresponding authorisations also ensure that non-public information is protected from unauthorised access.

### INTEGRITY

The information is always created, processed and stored in the specified manner, to ensure that it is correct, complete and traceable.

### AVAILABILITY

The information and information technology is made available at the required times and to the required extent, according to the relevant authorisations, so that they can be called up and used.

Based on these three objectives, each piece of information, whether digital or analogue, is examined to determine how critical it is with regard to Optibelt's business capability. Suitable measures, whether technical, organisational or procedural, are then taken to maintain business capability at all times.

All employees are aware of the importance and necessity of complying with the information security requirements in their daily work. It is the duty and responsibility of every employee to ensure that any information received or created during their activities is properly protected in line with the principles of the ISMS, and to report any irregularities or violations; any weak spots must be reported immediately, and suggestions for improvements will, of course, be taken up immediately and included in the continuous improvement process. To ensure compliance, all employees are familiarised with these topics and trained on a continuous basis.







## 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, business partners 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!

The company's own whistleblowing system can be found via the following link:  
<https://www.bkms-system.com/bkwebanon/report/clientInfo?cin=Vw9nYr&c=-1&language=en>



CLICK HERE TO GO  
TO THE SYSTEM!





## LEADERSHIP AND COOPERATION MISSION STATEMENT

### TEAM SPIRIT WINS THE DAY (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 REMAIN CURIOUS (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 FORGES CONNECTIONS (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 ON EQUAL TERMS (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 SHAPE THE FUTURE WITH SUSTAINABILITY IN MIND (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 strongly 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 A PROGRESSIVE 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.

### LEADERSHIP MEANS NURTURING (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.

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