



Carbon Technology

## Corporate Policy

Schunk Bahn- und Industrietechnik GmbH, with its sites in Wettenberg (Germany) and Salzburg (Austria), is part of the globally operating Schunk Group with more than 60 operational companies in 28 countries.

Corporate policy is significantly determined by its individual policy fields (see diagram).

Alongside the quality of work and profitability, environmental protection, energy efficiency, occupational safety and health protection are all integral components of the corporate philosophy and play a key role in the management of the company.



### Quality Policy

The fulfillment of customer expectations and error prevention is our highest priority. The customer places high demands on the quality of our products and services, as well as on all our processes. Our customers view us as a competent partner who is by their side to advise them every step of the way. In order to meet these demands, all of our staff members are required to be committed to the fulfillment of our quality objectives. The key points of our quality and environmental policies are summarized in 14 guiding principles, which are accessible to all staff members.



## Environmental Policy

Environmental protection means acting together. For this reason environmental protection is an essential fundament of our corporate policy which involves all employees. Within the framework of continuous improvement, we have made a commitment to continually enhancing our environmental performance. Even when evaluating the development and introduction of new products and processes, the environmental impact is taken into consideration while at the same time all statutory requirements and customer demands for state-of-the art technology are met. In doing so we consistently strive to employ the latest technology available in order to reduce the consumption of resources and environmental impact. Within this context we attach particular importance to avoiding and minimizing waste.

## Safety Policy

The organization of a safe working environment is a primary objective. We endeavor to identify any dangers or hazards affecting our staff members or business partners as early as possible so that we can deal with them swiftly and decisively. In particular, we place a high value on occupational safety, data protection, security in the conclusion of contractual agreements, and the technical safety of our products and their applications with the goal of increasing their reliability in service. This requires the vigilance of all staff members.

## Risk Policy

Risk and opportunity management represents an essential tool in corporate management. Risk management is more than just the fulfillment of legal obligations. A successful risk and opportunity management strategy inspires a culture of effective communication and enhanced risk awareness. Integrated risk management systems promote efficiency and security in strategic planning, whilst making use of active preplanning to protect the company from various scenarios. Such systems also create greater transparency within the company. Improving our knowledge with regard to causalities makes our business management more efficient, boosts our level of target achievement, and strengthens the public trust.

## Personnel Policy

Schunk Group offers a diverse range of career paths and employment opportunities to both skilled workers and university graduates. Our company is focused on supporting, encouraging and challenging all of our staff members, and this is a vital part of our business approach. Together we aim to realize and develop the potential of each and every individual. From further professional development to indirect career paths: with a wide range of training and qualification measures, we offer individual future perspectives to employees with dedication and the willingness to act on their own initiative.





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### Communication Policy

Communication is an essential qualitative factor for the success of our business. Effective communication with staff members, customers and the general public represents a critical factor for the success of the company. Communication must function just as other imperatives like optimizing quality, service, customer satisfaction, profitability and the market position, in order to ensure that our company is competitive on the global market. In order to meet these criteria, the company provides various forms of communication media. Every staff member is encouraged to make use of these media, thus contributing to the success of the company.

### Corporate Social Responsibility Policy

As part of society, we take our social responsibility seriously. We are committed to creating social framework conditions for issues that are relevant to us. We work together with our staff members to foster a positive corporate culture, offering a positive working environment that is characterized by interesting and rewarding work, as well as opportunities for individuality and personal development. We speak with our staff members in an open and engaging manner and we delegate responsibility to them. We empower them to actively participate in shaping the company and we expect commitment and the willingness to constructively deal with change. Striking a healthy balance between work and leisure is important to us. In particular, we place a high value on health and safety at the workplace. We are a fair and reliable partner for our suppliers, from whom we also expect business to be conducted in a socially responsible way and an active contribution to our competitiveness.

### Energy Policy

We use energy responsibly and efficiently. We endeavor to prevent energy costs from rising relative to our turnover and we strive to reduce these costs wherever possible. Every employee member is responsible for identifying areas of energy waste in their work area, thus helping to reduce energy consumption wherever possible.

Wettenberg, March 29th, 2018

A blue ink signature, appearing to read "Paulo Santos", is written over a horizontal line.

Managing Director  
Paulo Santos