



Corporate Guidelines

July 2013

Preamble

Over the six decades of its existence, our group of companies has achieved an excellent worldwide reputation as supplier of corrugated board converting systems, grinding machines as well as tool holding systems.

At BAHMÜLLER, the managing partners, the executive board and the staff agree in the fact that a common basis of values is the base for team and success orientated co-operation.

And on this base, the further development of BAHMÜLLER will happen in terms of corporate guidelines.

The main aspects for our common success are:

- **Respect before each personality as well as confidence in her ability**
- **Delegate responsibility as well the attendance to take over responsibility**
- **Reliability, commitment into consents, honesty and loyalty**
- **Open communication about targets, successes, mistakes and measures**
- **Proposals made to benefit as chances for the personal development**

This basis of values applies to all of us and makes sense to our acting.

If we live these values, they mediate trust in our work and reinforce the emotional relation to the group of companies.

They commit a feeling for BAHMÜLLER and offer at the same time orientation in handling situations, being nonrational through complex rules and standards.

Hans-Jürgen Bahmüller
President

July 2013

I. Social Responsibility

As global acting group of companies, it is only natural for us to consider the rights, laws, values and standards of all the countries in which we are commercially active, and to reconcile them with our operational targets.
We expect from our business partners to act in a comparable way.

Partnership and Integrity

Our acting is affected by an open dialogue with business partners and third persons. The obligation of promises, honesty and loyalty is an inherent part of our corporate culture.
All employees of BAHMÜLLER are hereto obliged.

Fairness and Respect

We do see in a fair co-operation and good human relations – facing inside and outside – an important base for our commercial success.
Respect for the personal dignity, the personal rights and the privacy of each are our basic requirements.

Leadership needs Responsibility

The executives at BAHMÜLLER are a reflection of the corporate culture. They are responsible for the co-ordination of tasks and take over responsibility for their entrusted persons.
To reach ambitious aims, they define and delegate tasks and show authority and responsibility towards their colleagues.
To convey personal responsibility is an element of the executive functions as well as to create free hand to be able to achieve success.
Naturally our executives assume their compulsory control, respect the compliance with legal requirements and are aware of their personal responsibility hereto.

I. Social Responsibility

World of Employment on a High Level

BAHMÜLLER professes the principle of the social market economy and of a fair competition.

We refuse any form of forced labour as well as child labour.

It is only self-evident that we offer all persons equal opportunities at the engagement of new staff and offer a safe working environment considering employment and health protection on a high level.

We guarantee the payment of our employees according to applicable law and further binding regulations.

Secured is their right for freedom of association and assembly. Our employment contracts, working hours and conditions of employment are consistent with all effective legal demands.

Equality and Respectful Contacts

BAHMÜLLER bears no discrimination due to age, skin colour, sex, religion, political opinions, descent or social background.

Business decisions are exclusively made on the basis of businesslike established arguments.

All employees are obliged to contribute to an atmosphere of respectful getting along with each other, where any personal inconvenience is excluded.

Chicanery at the workplace, molestation, undesired physical contacts, immoral proposals or any other personal assaults to persons will not be tolerated.

Problems and Welfare

Misuse in contact with alcohol or any other drugs is not tolerated at BAHMÜLLER. The principles of the employment protection act have to be considered in this context.

Due to reasons of the fiduciary duty and to safeguard a generally accepted operating schedule, these concerned persons are offered assistance, described in a company agreement.

II. Contact Commercial Partners and Third Parties

We keep company with our customers in a fair, open and co-operative dialogue. We are a reliable partner and only make promises if we can comply with.

Commercial Success

We strengthen our profitability and financial power through profitable growth. Thus we ensure the existence and long-term development of our company. The shareholders identify themselves with the company and are responsible that BAHMÜLLER still remains a family-owned enterprise.

Customer's Benefit in View

Orientation at the needs of our customers is the guarantor for our success and the satisfaction of our customers.

Our products and services do offer an optimum of problem solving with high customer's benefit.

Customer's problems are solved quickly, flexible and efficiently.

Competition instead of Corruption

BAHMÜLLER rejects corruption and bribe.

We win our orders in a fair manner through quality and price of our innovative products and productivity.

We do not offer illegal advantages, neither direct nor indirect through consultants, negotiators nor any other third persons.

Our employees are not allowed to benefit from their official position, to claim, to accept any, to procure nor to agree in advantages.

This doesn't occur the acceptance of occasional gifts with symbolic value or invitations for a dinner or an event in reasonable limits, as long as local conventions and BAHMÜLLER guidelines are respected.

II. Contact Commercial Partners and Third Parties

Donations and Sponsoring

Bahmüller does not provide any political donations. As responsible member of the society, BAHMÜLLER only awards money or donations in kind for education and science as well as for social or humanitarian projects.

Sponsoring activities must conduce to a serious business purpose and be at an appropriate rate to the equivalent value, offered by the host.
Sponsoring of events, being arranged by organizations or single persons and whose targets are not compatible to the corporate guidelines of BAHMÜLLER, or events which would damage the reputation of the group of companies is generally not allowed.

III.
To avoid
Conflicts of Interests

Competition must stay clean

Our employees are not allowed to work for a company being a competitor of BAHMÜLLER.

All their activities, relating to business or private, must not lead to business disadvantages for BAHMÜLLER.

Only Official Ancillary Activities

Our employees provide their job performance preferentially to BAHMÜLLER. Ancillary activities do require the notice of performance to the superior or the human resource department and require their written consent.

Consent can't be given if the ancillary activity is conflicting the interests of BAHMÜLLER.

Once given consents can be withdrawn upon good reasons.

IV. Information Security

Data Protection and Data Security

The worldwide electronic crosslinking offers BAHMÜLLER and its business partners decisive advantages regarding the effectivity in handling commercial processes as well as regarding the availability of each of us. But this mode of communication and data processing is as well connected with risks regarding the security of data and of the violation of privacy. Responsible handling minimizes these risks effectively and is therefore the task for each of us, especially of the executive functions of superiors.

Rules:

- Please consider the internal IT-directive of BAHMÜLLER in the then relevant version.
- Personal data may only be collected, used or handled in the legally authorized volume.
- The technical protection of all data (customer, supplier and personal data) must comply with a high level.

All employees of BAHMÜLLER are obligated, to follow these rules and the conditions of the applicable law.

Secrecy is Self-Evident

The dictate of secrecy is applied for confidential or protected data of BAHMÜLLER. Non-public data referring to business partners, staff or to other third persons have to be protected according to the legal rules and regulations resp. contractually agreed requirements.

The obligation to ensure secrecy applies too beyond the end of the employment relationship.

Confidential or protected data can be among others:

- Key data of the internal reporting system.
- Information referring to the company like turnover, profit, markets and prices.
- Information about research and development projects.

v.
Environment, Safety,
Health

Environment and Sustainability

Starting with the development of our products, the supply of services and the engineering of business processes – a responsible, environmental handling of natural resources to treat the environment with care has highest priority. All employees of BAHMÜLLER do contribute to this company target through their responsible and sustainable handling.

Safe Technology for Job Safety and Health

The safety and health of the staff has priority at BAHMÜLLER's. Through the ergonomic design of the place of work in connection with the survey through external service providers is secured, that all places of work are at status quo referring to technical safety, job safety and are relating to the health care. Each employee is obliged to minimize the risk of accidents through responsible action.

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