



# CODE OF CONDUCT AND ETHICS

# SALESIANER



**WE GLADLY  
COMMIT TO  
RESPONSIBILITY.**

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### Legal Compliance

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SALESIANER

SALESIANER



# Introduction.



## DEAR COLLEAGUES,

As an internationally operating family business and a leading provider in the field of textile services, we are aware that our activities have a significant impact on the environment and society at large. At SALESIANER, compliance with laws and regulations, as well as commitment to our corporate values, has long been considered a central concern. We adhere to a consistent implementation of regulations, high ethical standards in daily operations, and our responsibility as a member of the global economic community.

The following summary of our code of conduct and ethics provides insight into the principles that guide our actions. For us at SALESIANER, strict compliance with laws and regulations, as well as the realization of our corporate values, is more than just

a duty – they are the foundation upon which our economic success and integrity rely. Therefore, we are committed to establishing the principles of this code of conduct and ethics as integral components of our corporate culture and embedding them in our daily operations.

Our goal is to live as a transparent, trustworthy, and ethically grounded organization through consistent adherence to this code of conduct and ethics and internationalization of our corporate values. We are convinced that through our collective actions, a long-term successful and responsible future can be ensured.

**Thank you very much for your support!**  
**THOMAS KRAUTSCHNEIDER**





# Vision. Mission. Values.

Our vision, mission, and values define who we are and what we strive for. They provide direction to our strategy and thus serve as a template for decision-making.

Our corporate values are linked to our strategic focus on pursuing sustainable development, enabling us to continuously enhance our sustainability performance and thereby contribute to a habitable world.



## » VISION

Together, we take **responsibility** for our customers, fellow humans, and future generations.

Through **innovation** and **technology**, we make the world more hygienic and safer.

## » MISSION

**People** and our **environment** are at the center of our actions.

As a reliable partner, we create added value for our customers.

**Enthusiasm** and **trust** are the foundation of our economic success.

We guarantee perfect **hygiene** and **safety** through high-quality textile services and certified processes.

Strong

**PERFORMANCE**

sets us apart.



**APPRECIATION**

unites us.



**DIVERSITY**

makes us strong.

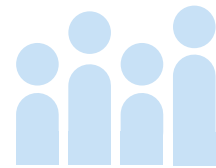




# Corporate Values.

In this code of conduct and ethics, our values are firmly anchored. How we conduct our business not only shapes our success but also our identity. This code of conduct and ethics outlines our path to act in accordance with our vision, mission, and values. It serves as our compass for running an upright business with integrity, conducted in a transparent and ethical manner.

These regulations serve to protect each individual and the security of our company. SALESIANER is committed to all the principles outlined in this code of conduct and ethics. It is for this reason that our values are in complete harmony with these principles:



## » PERFORMANCE

**sets us apart.** We pursue our principles of social and environmental responsibility in the long term and sustainably. We win over our customers with our dedication and inspire them through innovations and personal attention.

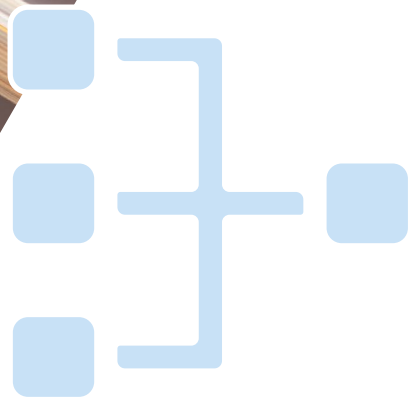
## » APPRECIATION

**unites us.** The appreciative partnership with our customers, suppliers, and employees is an important part of our corporate culture. Mutual support, collaboration on equal terms, and keeping promises are the foundation of our shared success.

## » DIVERSITY

**makes us strong** and represents our social and cultural responsibility towards our own employees and those of our business partners throughout the entire supply chain, as well as positive contributions to local communities. We not only place great importance on tolerance regarding nationality, culture, religion, gender, age, and sexual orientation, but actively promote diversity.





# International Global Standards.

The **United Nations Global Compact** (UNGC)<sup>1</sup> is one of the most significant initiatives worldwide for responsible corporate governance.

## » RESPONSIBILITY

As a member, we are committed to upholding human rights, respecting the rights of employees and their representatives, preserving the environment, enabling fair competition, and combating corruption. The principles of the **UN Global Compact** are integrated into our strategy and thus into our corporate culture. We regularly report on our efforts to implement these principles. We also expect our business partners to adhere to these principles.

## » REPORTING

As another internationally recognized method for our monitoring and reporting, we create our sustainability reports in accordance with the guidelines of the **Global Reporting Initiative** (GRI)<sup>2</sup>.



<sup>1</sup>Over 19,000 companies and organizations from society, politics, and academia in more than 170 countries are members of the UN Global Compact.

<sup>2</sup>The GRI guidelines provide standards for sustainability reporting by companies, thus allowing comparability across achieved goals.



# Framework.

The following section informs about how we can all contribute to ensuring compliance with this code of conduct and ethics, and what we can do if we notice or suspect a violation. SALESIANER calls on all employees, especially managers, to demonstrate integrity.

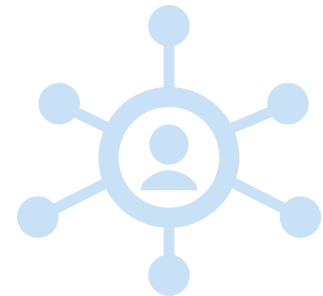
## EXECUTIVE MANAGERS ARE THEREFORE REQUESTED TO, ...

- ▶ ... promote a culture of compliance with laws, transparency, openness, and ethical conduct.
- ▶ ... create an environment where employees can ask questions and raise concerns.
- ▶ ... prevent actions of retaliation against employees who raise concerns.

## EXECUTIVE MANAGERS SHALL THEREFORE MAKE SURE, ...

... that employees are familiar with, understand, and adhere to our principles, rules, and this code of conduct and ethics.

We are all urged to familiarize ourselves with our rules, actively participate in offered trainings, seek advice when needed, be vigilant, and openly address if something can be improved. Our principles do not stop at our company gates. We demand lawful and ethical behavior from our business partners along the supply chain as well.



### NOTE:

"We" refers to all employees, including apprentices, executive managers, directors, members of the supervisory board, and representatives, as well as anyone working for or on behalf of the SALESIANER Group.

"SALESIANER" refers to the entire company of SALESIANER as well as all companies within the SALESIANER Group over which SALESIANER MIETTEX GmbH may exert substantial control.

# Human and labor rights.

As a foundation of our code of conduct and ethics, we commit to respecting and promoting the Universal Declaration of Human Rights of the United Nations. We pledge to protect and support the dignity, freedom, and equality of all individuals, regardless of race, gender, religion, social origin, or any other distinction.

Our actions and decisions are based on respect for and adherence to the fundamental rights and freedoms as outlined in this declaration. SALESIANER employs staff from **65 nations**. SALESIANER is committed to fair and ethical working conditions for all its employees.

This means specifically:

## » NO FORCED LABOR, HUMAN TRAFFICKING, OR CHILD LABOR

SALESIANER will not employ any employees who are not working voluntarily, who are younger than the legal minimum age, or who are required to perform hazardous work.

## » HEALTH AND SAFETY

SALESIANER will create safe working conditions and a healthy work environment for its employees.

## » FREEDOM OF ASSOCIATION

SALESIANER will respect employees' right to freedom of association.

## » RESPECTFUL TREATMENT

SALESIANER will ensure that its employees can work in a respectful and safe environment.

## » ETHICAL RECRUITMENT

SALESIANER will recruit its employees fairly and transparently.

» **EQUALITY  
FOR WOMEN**

SALESIANER will promote women's rights and prevent gender discrimination. **62%** of employees at SALESIANER are **women**.

» **COMPLIANCE  
WITH LABOR LAWS**

SALESIANER will comply with national and international labor laws, especially regarding working hours, minimum wage, and social benefits.

» **NO DISCRIMINATION**

SALESIANER will treat all employees fairly and equally, regardless of gender, origin, religion, or sexual orientation.



**SALESIANER  
STRIVES TO  
ENSURE  
THAT ALL OF ITS  
EMPLOYEES CAN  
WORK IN A FAIR  
AND RESPECTFUL  
ENVIRONMENT.**





# Integrity and Compliance.

Integrity and compliance are not just words for us at SALESIANER, but fundamental guiding principles that determine our ethical compass and shape our actions and decisions.

## FINANCIAL RESPONSIBILITY

SALESIANER places utmost importance on financial responsibility and maintaining accurate records. The company is committed to honest and precise accounting, ensuring integrity and credibility in all financial matters.

### This means specifically:

- **TRANSPARENCY AND COMPLIANCE**  
SALESIANER documents and reports all financial transactions transparently and in accordance with applicable laws and standards.
- **HONESTY AND ACCURACY**  
SALESIANER maintains honest and accurate accounting to ensure the integrity and reliability of its finances.
- **ETHICAL INTEGRITY**  
SALESIANER conducts all financial matters ethically and responsibly.

## TAX RESPONSIBILITY

SALESIANER is committed to maintaining the highest integrity and compliance in all tax matters. The company adheres to all applicable tax laws and regulations in all countries where it operates.

### This means specifically:

- **TRANSPARENCY**  
SALESIANER documents and reports all financial transactions transparently and in accordance with applicable laws and standards.
- **HONESTY AND ACCURACY**  
SALESIANER maintains honest and accurate accounting to ensure the integrity and reliability of its finances.
- **ETHICAL INTEGRITY**  
SALESIANER conducts all financial matters ethically and responsibly.





# Integrity and Compliance.

## PREVENTION OF CORRUPTION

SALESIANER condemns any form of corruption and commits to zero tolerance towards bribery and unethical behavior. The company values integrity, honesty, and legality in its business practices.




### Specifically, this means:

-  **ZERO TOLERANCE**  
SALESIANER does not tolerate any form of corruption and consistently advocates for ethical conduct.
-  **INTEGRITY AND HONESTY**  
SALESIANER acts with integrity and honesty in its business practices.
-  **COMPLIANCE**  
SALESIANER adheres to applicable laws and regulations.

## CONFLICTS OF INTEREST

SALESIANER commits to disclosing potential conflicts of interest and mitigating them. The company acts objectively and in the best interests of the company and its stakeholders.

### Specifically, this means:

-  **DISCLOSURE**  
SALESIANER discloses potential conflicts of interest.
-  **MINIMIZATION OR ELIMINATION**  
SALESIANER minimizes or eliminates potential conflicts of interest.
-  **OBJECTIVITY**  
SALESIANER acts objectively and in the best interests of the company and its stakeholders.

## PREVENTION OF FRAUD

SALESIANER condemns crimes against the company's assets and commits to preventing all forms of theft, fraud, embezzlement, or misuse of company resources.

### Specifically, this means:

-  **ZERO TOLERANCE**  
SALESIANER does not tolerate any form of crimes against the company's assets.
-  **PROTECTION OF COMPANY ASSETS**  
SALESIANER carefully protects the company's assets.
-  **COUNTERMEASURES**  
SALESIANER takes countermeasures against crimes against the company's assets.

## FAIR COMPETITION

SALESIANER commits to fair competition and operates according to the highest ethical standards. The company values transparency, open exchange, and honest business practices.

### Specifically, this means:

 **FAIR COMPETITION**  
SALESIANER supports fair competition.


 **INTEGRITY AND FAIRNESS**  
SALESIANER acts with integrity and fairness.

 **TRANSPARENCY**  
SALESIANER is transparent in its business practices.

## DATA PRIVACY AND SECURITY

SALESIANER is committed to upholding the highest integrity and compliance in all matters of data privacy and security. The company adheres to all applicable data protection laws and regulations in all countries where it operates.

### Specifically, this means:

 **TRANSPARENCY**  
SALESIANER is transparent and discloses processing of personal data.

 **DATA PRIVACY**  
SALESIANER protects personal data in accordance with data protection laws.


 **DATA SECURITY**  
SALESIANER safeguards the confidentiality, integrity, and availability of personal data through appropriate technical and organizational measures.

## WHISTLEBLOWING

SALESIANER supports the principle of whistleblowing as a valuable tool for reporting misconduct, wrongdoing, or ethical violations. The company provides its employees with a secure and confidential platform to report concerns or indications of unlawful behavior.

### Specifically, this means:

 **SUPPORT FOR WHISTLEBLOWING**  
SALESIANER supports the principle of whistleblowing.

 **SECURE AND CONFIDENTIAL PLATFORM**  
SALESIANER provides employees with a secure and confidential reporting channel.

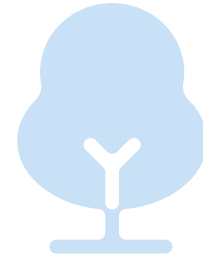
 **PROTECTION OF WHISTLEBLOWERS**  
SALESIANER protects whistleblowers from retaliation.



# Environment and climate.

In a time where the importance of environmental and climate protection is increasingly recognized, we acknowledge the urgency of taking responsibility for our environment and climate. Preserving the environment and addressing climate change are central challenges of our time, which we approach with dedication and accountability.

SALESIANER is aware of its responsibility for the environment and is committed to sustainable management of natural resources.



## THE COMPANY HAS SET THE FOLLOWING GOALS:

- Reduction of greenhouse gas emissions by **-46,5 %**
- Strengthening the use of renewable energies
- Responsible management of water resources
- Improvement of air quality and responsible handling of chemicals
- Sustainable resource management and waste reduction
- Support of reusing and recycling

## TO ACHIEVE THESE GOALS, SALESIANER IMPLEMENTS THE FOLLOWING MEASURES:

- Investments in renewable energies and energy-efficient technologies
- Implementation of water recovery, reduction, and purification technologies
- Introduction of environmentally friendly technologies and processes to reduce air pollutants
- Minimization of the use of hazardous chemicals and selection of environmentally friendly alternatives
- Implementation of strategies for sustainable procurement, use, and disposal of resources
- Implementation of recycling programs, waste reduction strategies, and promotion of reuse of materials

SALESIANER is aware that environmental protection is an ongoing challenge. However, the company is determined to continue its efforts to reduce its ecological footprint and protect the environment.

## » SUMMARY

SALESIANER ist committed to a sustainable environmental policy. The company has set concrete goals to reduce its environmental impact.

SALESIANER implements a series of measures to achieve these goals. The company is aware that environmental protection is an ongoing challenge.



## » REPORTING

With our sustainability report, created in accordance with the guidelines and standards of the **Global Reporting Initiative** (GRI, 2021), we transparently communicate the successes we have already achieved and the challenges that lie ahead. The report spans over 100 pages, accompanied by a summary providing an overview of the social, environmental, and economic impact of our company.



Here is the summary ...



... and here for the full version in german!



**Together  
we  
care.**







# Compliance and supervision.

We are all responsible for ensuring compliance with our code of conduct and ethics. Our employees in every part of our group are obligated to adhere to legal regulations, ethical values, and this code of conduct and ethics.

## » IT IS IMPORTANT TO REFLECT AND ENGAGE IN CONVERSATION!

If we are unsure about how to decide or act, we seek advice. Our managing executives and compliance experts are available to employees at any time for questions or uncertainties.

## » DARE TO TAKE RESPONSIBILITY!

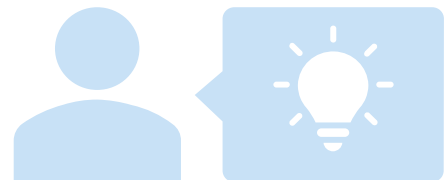
No one is above the law, and ethical violations are never acceptable. Any deviation from our code of conduct, policies, or the law can significantly and negatively impact our reputation and business operations. Therefore, it is essential for each individual to contribute to upholding our standards.

## » SAY WHAT YOU THINK!

Each of us can report incidences. This allows us to identify and rectify mistakes early, avoid risks, and protect our company. Those who provide a tip-off will be protected and will not be disadvantaged. Only those who knowingly make false accusations will face consequences. Reports can be made in person or anonymously through the whistleblower system.

### CONTACT POINTS FOR ADVICE AND REPORTS:

- » Managing executives
- » Group Compliance Office in Austria
- » Whistleblower system via the internet





# Supervisors.

We are all responsible for ensuring that our code of conduct and ethics is adhered to. Our employees in every part of our group are obligated to comply with legal regulations, ethical values, and this code of conduct and ethics.



## » ISSUANCE AND AMENDMENTS TO THE CODE OF CONDUCT AND ETHICS

The management and the Legal Department of SALESIANER are responsible for releasing and issuing this Code of Conduct and Ethics. This Code of Conduct and Ethics is regularly reviewed by Legal to determine if revisions are necessary due to changes in laws or regulations, as well as changes in our business operations. Any amendments to the Code of Conduct and Ethics are approved by the company's management.

## » DIRECTIVES, GUIDELINES, REGULATIONS, AND STANDARDS

This Code of Conduct and Ethics does not cover all topics related to workplace behavior. The company has additional directives, standards, guidelines, and requirements that serve as further guidance in addition to the Code of Conduct and Ethics and address behavioral aspects that complement this Code of Conduct and Ethics.

Comprehensive information on business ethics and compliance, additional directives, guidelines, contact points, and contacts, as well as useful links, can be found for our employees on MySali.

## » DISCIPLINARY MEASURES FOR VIOLATIONS OF THE CODE OF CONDUCT OR LAWS

All employees are requested to comply with laws, the Code of Conduct and Ethics, as well as additional guidelines and directives within the scope of their business activities on behalf of the company. Negligent or even intentional violations of laws, this Code of Conduct and Ethics, or our directives and guidelines may result in disciplinary measures according to applicable local laws and corresponding contracts. SALESIANER reserves the right to initiate criminal or civil proceedings against perpetrators.



# SALESIANER

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shall prevail.

