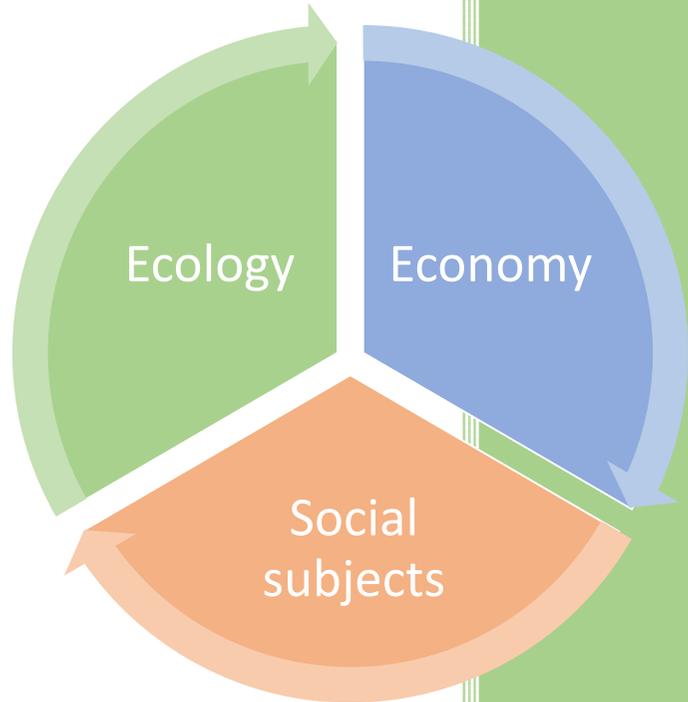


# Our values & CSR guidelines



Storetec Systems GmbH  
December 2017

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## 1. Company portrait

### 1.1 Our history

As an Austrian company with headquarters in Innsbruck, we represent tradition and innovation in equal parts. As part of a small company group, we have more than 70 years of experience in the area of complex metal processing in the mold design and construction as well as the plant engineering and construction for the premium automotive industry.

With Storetec Systems we have decided to actively market the StoreManager<sup>PRO</sup> product issue system, which we initially developed for our own use, and today we view ourselves as a leading manufacturer for product issue system in professional workplace applications.

### 1.2 Our business segments

Outstanding quality, professionalism and continuous development of innovative technologies are an inherent part of our company philosophy.

We have developed the StoreManager<sup>PRO</sup> from the ground up because we know that an efficient organization of the consumption material administration in a production plant is not possible without an automatic product issue. It was initially only designed for internal use, but the enthusiastic demand of our customers and business partners led to the decision to found Storetec Systems GmbH and to actively market the StoreManager<sup>PRO</sup>.

Customers in different industries - from metal processing through aviation and aerospace to wood processing - trust our technologies, which are characterized by professionalism and continuous further development.

A speciality of our company is the holistic approach, because we combine mechanics, electrical engineering and software development from a single source. This makes it possible to individually address the customer needs.

### 1.3 Our vision and our values

#### Vision 2025:

"As a company with a full assortment, we are the qualitative market leader in our five focus industries!"

"We are present with 1,000 systems in 20 markets worldwide."

"We will always be a commercially strong and independent family company."

We base all our actions on our mission statement:



### 1.4 Our quality management

We place the highest priority on quality and reliability. Therefore, all of our processes are certified in accordance with ISO 9001:2015.

All our product issue systems are CE certified. The CE certification documents verifiably the adherence to all relevant legal regulations in connection with the EU machine directive. This provides an additional verification - clearly visible to the outside world - for our qualitatively high-value goods issue systems.

In addition, we obtain annually through a third party a quality seal that confirms our reliability and performance. The credit rating certificate provides our customers and suppliers the opportunity to review current and reliable commercial information about our company.

## 2. Our CSR guidelines

We are aware of our responsibility for the country, the environment, our business partners, employees and customers. Social, ethical and ecological standards are part of all our decisions and they are subjected to a continuous development process.

Sustainability means for us a long-term, responsible business management and that our customers, suppliers and employees can benefit from our growth. The challenges are immense and include the climate change, resources availability, demographic development, a far-reaching value change in society, digitalization and a growing social inequality. We focus on the major subjects and declare voluntarily the following obligations and declarations to be able to pursue our objectives forcefully and focused:

## 2.1 Working time

The working time is at least in accordance with the national legal regulations or the minimum standards of the respective national economic areas.

## 2.2 Anti-corruption, fraud, money laundering

We reject corruption, bribery, corruptibility, granting undue advantages in accordance with the respective UN convention and support in a suitable manner transparency, integrity related actions, responsible management and control in the company.

Adherence to a transparent and fair behavior on the market has highest priority for us. A restriction of the free competition as well as violations of a competitive or antitrust nature are not in accordance with our company philosophy and culture and not in accordance with our self-conception.

Fraudulent acting and money laundering are also not compatible with our company values. Therefore, we are committed to reject any funds from an unexplained source.

## 2.3 Vocational and further education

We focus especially on the vocational and further education of our employees with the objective to anchor – through a joint understanding and the respective behavior – the customer orientation, the environmental and safety awareness as well as the awareness for the social responsibility of the company towards society.

## 2.4 Data security of our customers / confidentiality / discretion

We obligate ourselves to protect the data of our customers and to protect the data, which relate to our products and which are used by our customers. The data security of our customers is of highest priority. This also includes that we treat the data and information that affect our customers in any way strictly confidential and that we request this confidentiality, if required, also from our suppliers. Last but not least, this also means that we do not talk about our customers.

## 2.5 Green IT

In the area of information and communication technology, we are always aiming to reduce the energy consumption, the waste heat and the hazardous material emissions during use and we ask our employees to reduce the number of unnecessary printouts.

## 2.6 Child labor

Child labor is prohibited. The minimum age for the admission for employment in accordance with the government regulations will be observed, child labor is not used.

## 2.7 Communication

We communicate our guidelines openly to our employees and suppliers to let the social, ethical and ecological measures jointly established by us penetrate all of our processes.

## 2.8 Customer orientation

Our actions are always customer oriented. The comprehensive quality term includes the quality of the implementation (of the project or the product), on-time delivery, flexibility as well as the technical and economic objective fulfillment. Through our activities we would like to create a high measure of benefit and satisfaction for our customers and we recognize of course the right of our customer to important product and process information and make the information accessible.

## 2.9 Supplier partners / partnerships

Reliability is of high value to us. We place the same requirements on our supplier partners that we place on ourselves with respect to our customers. Therefore, it is required that our supplier partners obligate themselves to adhere to our guidelines specified in this document and that they also obligate their suppliers to these guidelines. To guarantee the above, the guidelines specified here are part of our General Purchasing Terms and Conditions and are the subject to frequent supplier audits.

We ourselves also want to be a good partner. Therefore, we like to cooperate based on partnership.

## 2.10 Marketing and advertising

Our actions are characterized by openness and honesty and we transfer this also to our activities in marketing and advertising. We do not promise everything, but we want to keep our promises if we promise something. This is the reason why we reject deceptive advertising.

## 2.11 Sustainable procurement

We acknowledge that materials made from recycled materials provide a sustainable contribution to the maintenance of an environment worth living in. Therefore we commit to a sustainable procurement.

## 2.12 Nondiscrimination

Fairplay, respect and integrity are the basis for our company. Ethical acting also means to protect the human rights. And it also means to not only to assume the responsibility for our colleagues, but also be a good example whenever we are active.

We do not tolerate any form of discrimination and support equal opportunity as well as equal treatment, independent of skin color, nationality, social upbringing, possible disabilities, sexual orientation, political or religious convictions as well as gender or age. The personal dignity, privacy and the personal rights of each individual will be respected and they are inviolable. As a matter of principle, employees will be selected, employed and advanced based on their qualification and their capabilities. A debased treatment of employees through, for example, physical cruelty, sexual molestation, etc., will not be tolerated.

A legally established rate exists for the integration of persons with disabilities, however, this is not used as limit. Since we do not tolerate any discrimination, the working conditions are adapted to the requirements of the individual person and the person will be integrated completely in the everyday work. As far as possible, open positions will be filled with persons with disabilities.

## 2.13 Laws and regulations

The respectively valid laws, regulations, guidelines, standards and conventions of the countries in which we are active are strictly observed and adhered to for all business actions and decisions.

## 2.14 Safety and health

We ensure a safe and healthy work environment. This assumes the strict adherence to safety regulations and methods. Systematic observation and responsible handling of hazardous situations increase the awareness of our employees for occupational safety and strengthen the preventive effect of the measures for accident prevention. Our objective is an annual reduction of work accidents by at least 10%.

To further improve the work quality, we pursue an additional reduction of physically stressful work in the company. Specifically, we pursue a reduction of injuries due to heavy work and strain by 10%.

## 2.15 Environment and waste management

We use environmentally friendly methods and improve these continuously. We fulfill the regulations and standards for the environmental protection and handle the natural resources responsibly. Waste separation and recycling are self-evident minimum requirements, whereby we cooperate only with certified waste management companies and the waste separation is guaranteed during the operational workaday life by the person responsible for the respective waste type.

To act climate protecting is a continuous sequence of large and small decisions, for example, to inspire our fellow human beings to also make intelligent climate decisions, such as the continuous reduction of the water and energy consumption.

We also focus on the lowering of the energy and fuel consumption, on one hand by appropriate training and on the other hand, for example, by focusing on a low CO<sub>2</sub> emission (ideally below 130 g/km CO<sub>2</sub>) when we purchase new company vehicles.

In our company group, we focus in detail on the consumption of the following energy resources in the group, whose continuous reduction we permanently aim for as follows:

Consumption type	Reference	Reduction target per year in %
Electricity	kWh / € 1,000 sales	2
Heating oil	l / qm	3
Fuels service veh.	CO <sub>2</sub> fleet average	2
Water	l / € 1,000 sales	2

In addition to the continuous monitoring of the energy resources that we need, we also monitor our waste management continuously. In doing so, we attempt to reduce the waste volume caused by our operational activities.

In our company group, we monitor the production of the following waste volumes that are produced continuously and whose reduction we permanently aim for as follows:

Waste type	Volume in m <sup>3</sup> /pickup frequency	Reduction target per year in %
Remaining waste	m <sup>3</sup> /week	2
Paper	m <sup>3</sup> /week	2
Cardboard boxes	m <sup>3</sup> /week	3
Plastics	m <sup>3</sup> /week	2

### 2.16 Compensation

The compensation including wages, overtime and fringe benefit is provided at least in the amount specified in the valid laws and regulations or it is higher. The compensation paid for the full employment must be adequate to satisfy the basic needs of our employees. The compensation will always be paid on time at the agreed date.

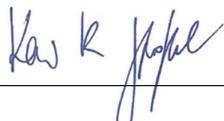
### 2.17 Freedom of assembly

We recognize and respect the legal right of the employees for the freedom of assembly.

### 2.18 Forced labor

Any form of forced labor including forced labor in prisons and debt bondage must not be used.

Innsbruck, 22.12.2017



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