

## Corporate policy

### Business principles and ethics

KÄMMERER sees itself as a fair and reliable supplier to industry. For us, quality-conscious action also means promoting occupational health and safety within the company and using valuable resources efficiently and carefully. We are aware that our activities impact the environment; therefore, it is our duty to minimize this impact and energy consumption as much as possible, within the scope of economic and technical possibilities and through well-thought-out processes. Our responsibility for the careful use of resources requires the identification and evaluation of our environmental and energy aspects, as well as the fulfilment of established goals and programs, and their verification based on measurable criteria.

The same applies to occupational health and safety. KÄMMERER is committed to creating safe and healthy working conditions for all employees, with the consolidation and participation of all employees and their representatives, to prevent injuries and illnesses. Identified hazards are eliminated or at least minimized. We regularly review relevant internal and external issues relevant to our strategic direction. In doing so, we also consider the relevant requirements and expectations of KÄMMERER's stakeholders.

The foundation for all activities is a "profit culture," in which sustainable and positive business practices are understood as the company's purpose. Only with positive business development KÄMMERER can continue to provide competitive products for our customers, invest in innovation and on-site facilities, and thus create sustainable jobs.

### Employees

The employees and all KÄMMERER staff are the key to our success. Their loyalty and commitment are the foundation of the company's performance. Having self-confident, motivated, and entrepreneurially minded employees requires a special corporate culture based on trust. In addition to safe working conditions and performance-based compensation that takes professional qualifications and suitability into account, KÄMMERER offers opportunities for training and continuing education. Every employee has the duty and the right to work towards eliminating circumstances that prevent the production of impeccable products, lead to waste of resources, or endanger occupational safety and health.

### Customers

The consistent quality of our products is one of the foundations of our successful business operations. Meeting our customers' expectations and innovatively developing the quality of our products beyond these expectations, while taking legal and other requirements into account, requires the precise alignment of our delivery commitments with our customers' requirements and consistent compliance with these established quality standards. Our customer focus is supported by open communication, joint projects, and the evaluation of customer satisfaction based on customer visits.

## **Sustainability (FSC® and PEFC)**

KÄMMERER produces all paper exclusively from FSC®- or PEFC-certified raw materials and verifiably recycled materials. We are therefore committed to combating deforestation and forest degradation, as well as not using raw materials from illegally logged forests or wood from genetically modified trees. We do not use raw materials from areas where human rights are violated or from non-certified old stands with high conservation value. We have appointed a person responsible for implementing this policy. Should we nevertheless use wood from the aforementioned areas, we will immediately take appropriate measures to prevent the procurement of these raw materials for the relevant product groups. We are committed to identifying the sources of raw materials for products covered by the FSC® or PEFC regulations to the best of our knowledge and belief. If there is legitimate interest, we publish detailed reports on the origin of the materials used for the respective products, with sufficient geographical attribution to ensure compliance with FSC® regulations. In the case of uncertain origin of the raw material, we commit to replacing this material with material whose origin can be reliably determined. The management system describes the system for verifying and monitoring our sources of supply, the proportion of raw materials from previously unconfirmed sources, and the steps for replacing raw materials of unknown origin.

## **Suppliers**

The selection of suppliers considers cooperative, ecological, and safety principles. Supplied products, systems, and services must comply with our quality, environmental, and safety standards. We support our suppliers in their efforts regarding quality assurance and improvement, environmental protection, and occupational health and safety, and encourage them to actively participate in the optimization of overall processes. This includes procuring energy-efficient operating resources and services, and suppliers are encouraged to offer more energy-efficient alternatives to requested equipment or processes. Energy efficiency is a very important decision-making criterion when purchasing products, raw materials, and services. Contractors working on our premises must comply with our safety standards.

## **Continuous Improvement**

We consider continuous improvement a medium- and long-term prerequisite for effectively reducing costs, protecting the environment, increasing the energy efficiency of our processes, and further developing occupational health and safety within the company. Errors should be avoided and potential sources of error consistently eliminated. This requires the conscious commitment and active cooperation of all employees. For the operational implementation of the energy policy, KÄMMERER has appointed an Energy Officer who coordinates activities to minimize energy consumption through the active involvement of all employees. The Energy Officer is provided with the human and financial resources necessary to coordinate energy management. The main tasks of energy management include the systematic recording and evaluation of energy flows as well as the derivation and implementation of energy-saving measures. All activities to increase energy efficiency are continuously monitored.



## Organization

A clearly defined organization and the provision of human and material resources, supported by the acquisition of energy-efficient products and services, provide the necessary framework for continuous and sustainable improvement. Managers are obligated to apply the standards applicable in their area of responsibility, continuously monitor their effectiveness, and strive to ensure that they are adapted to the latest knowledge and requirements. This understanding and awareness, as well as the attitude of all employees towards quality, the environment, energy efficiency, occupational health and safety, are prerequisites for the satisfaction of our customers, the careful use of resources, and thus the key to the long-term success of our company.

## Legal Compliance

We consider all legal regulations, whether of statutory origin or resulting from requirements arising from permits/approvals or voluntary commitments, to be a minimum standard that we strive to adhere to. To stay up to date in all legal areas, we utilize external support. We maintain an active, cooperative relationship with the authorities. The improvement in energy performance is supported by an energy policy that equally meets the legal requirements and the voluntary commitments of industry associations as well as the requirements of ecology and economy.

## Business principles and ethics

- We are a reliable partner for our customers and suppliers.
- We impress our customers with quality, expertise, reasonable prices, and reliable performance.
- We compete fairly.
- We are aware of our environmental responsibility and therefore act with future generations in mind.
- We respect the people who work with us. We treat minorities, people with disabilities, and ethnic and religious groups equally. Discrimination is unacceptable to us. Accordingly, we have organized contact points for our employees.
- We are responsible for the occupational health and safety of our employees and act accordingly.
- We ensure our success through continuous employee training.
- We view a "profit culture" as the basis for all our activities, in which sustainable and positive business practices are understood as the company's purpose.
- We are committed to the FSC® Core Labor Standards and hereby declare:

- We prohibit child labour.

This means that employees are only hired if they are of legal age. Exceptions are young people undergoing vocational training in compliance with applicable laws.

- We exclude all forms of forced and compulsory labour

This means that applicants selected after interviews and suitability assessments generally receive an offer to accept the advertised position, for which they applied of their own free will. Upon agreement, a legally agreed employment contract, which in our case refers to the applicable collective agreement, is offered for signature. The contract is ultimately concluded upon both parties' signatures.

- We ensure that employment and professional practices are non-discriminatory.

This means that if an employee feels discriminated against in connection with their employment by their employer, superiors, other employees, or third parties because of their race, ethnic origin, gender, religion or belief, disability, age, sexual identity, etc., they have the right to report this discrimination to the works council. The works council will address the allegations and attempt to investigate and mediate between the parties involved.

- We respect freedom of association and the effective right to collective bargaining.  
This means that there is a works council freely elected by all employees. Employees are informed of possible union membership by the union itself or through the works council. The company does not discriminate in the treatment of employees. Collective bargaining agreements apply to all employees regardless of union membership.

Osnebrück, 18.06.2025



Michael Hottenträger - CEO