

A thick orange diagonal bar that serves as a decorative element and a background for the title.

## COMPANY POLICY

28/04/2021

As a multinational company, and thus being a part of the global overall system, we see our daily behavior as a contribution to the principle of sustainability. As a commercial enterprise, we acknowledge our special responsibility and want to make our contribution to the preservation of natural living conditions. Our company policy represents the foundation for this behavior.

This company policy is relevant to all employees and contractors that are working for or by order of ST Extruded Products Group (STEP-G). We request all visitors to comply with this policy. Each of the above-mentioned group is responsible for compliance with this policy at the plants Bitterfeld (GER), Bonn (GER), Hettstedt, (GER), Ladenburg (GER), Vogt (GER), Duffel (BEL) and Tianjin (PRC).

The fundamental bases are the management systems regarding established international standards shown on <https://www.step-g.com/sustainability/certifications/>. These systems rely on continuous improvement for the safety, environment protection and quality management. The targets of the management system are regularly measured, evaluated, recorded and communicated (as well in dialog with politics, authorities, general public and social groups of interest). To have a transparent company culture is a matter of course for STEP-G. Through regular audits, we monitor the adherence.

STEP-G, as well as its suppliers and service providers, undertake to comply with all valid laws, regulations, directives, standards and other requirements. For this purpose, STEP-G allocates all necessary resources (human resource, time, finance, etc.) as well as all relevant information.

We consider the requirements for health, safety and environment protection already during the process of development for new products and processes of production. Therefore, we use every opportunity to save energy and resources and to avoid, reduce or recycle pollutants, noise emissions and waste. In addition, we utilize valuable substances in an appropriate way and do dispose properly what cannot be recycled. On our own responsibility, we monitor and control our facilities and procedures as well as the air, water, waste and noise.

Every single employee of our company is encouraged to perform an active contribution to protect the environment. Through information and trainings, we promote the environmentally-conscious behavior of our employees. All workplaces are aligned with the preventive protection for health and safety of the employees.

## HEALTH AND SAFETY – ZERO RISK

Health and safety of all employees, visitors and contractors have the highest priority at STEP-G. Each employee has the responsibility to work safely and report unsafe conditions to avoid accidents, injuries and illnesses.

We commit to provide safe and healthy work conditions, to prevent work-related injuries and illnesses, and to consult and involve all employees or their representatives.

In addition, we commit to use the following STOP principle to make workplaces safer and healthier:

- (S) eliminate the hazard or substitute it with less hazardous processes, operations, materials or equipment
- (T) use of technical measures
- (O) reorganization of work or use administrative controls, including training
- (P) use adequate personal protective equipment

Moreover, the health and safety of the employees during their leisure time are important. STEP-G assists its employees and makes action programs.

## ENVIRONMENT – FOR OUR BEAUTIFUL EARTH

Considering the economic aspects, STEP-G preserves resources and uses them efficiently to avoid waste and emissions. Preventive inspections, services and maintenance avoid hazardous incidents and failures. The environmental aspects and the results of the actions are regularly checked and updated. We commit ourselves to continuous improvement of our environmental performance. Therefore, STEP-G allocates all necessary resources (human resource, time, finance, etc.) as well as all relevant information.

The respect for the environment as well as the personal responsibility and the environmentally-conscious behavior are constantly communicated and encouraged.

## QUALITY MANAGEMENT – ZERO DEFECTS

It is important for STEP-G to meet the customer requirements throughout the supply chain with all their specifications. The focus is on error prevention and constant product quality. It is important to achieve highest customer satisfaction, to earn the confidence of the customer and to become a reliable and long-term partner for the customer.

The employees of STEP-G become continuously qualified to meet this policy. Personal responsibility for it as well as each employee's direct or indirect influence on it are constantly conveyed to the employees.

A handwritten signature in black ink, appearing to read "M. Ogawa".

Markus Ogawa

Managing Director STEP-G