Corporate Principles / Code of Conduct of the Bauer Group

1. Scope
This code of conduct applies to all sites and business units of the undersigned companies. In addition, the undersigned companies shall also require their suppliers to comply with the principles set down in this code. Each subsidiary is responsible for communicating the associated requirements to all its employees and suppliers/service providers.

2. Conduct with Competitors
The Bauer Group subsidiaries are committed to fair competition without restrictions. We give our assurance that we are not involved in illegal agreements and strictly observe the rules of cartel law. Unjustified preference or discrimination is not tolerated.

3. Integrity
The activities of the undersigned companies are based on generally accepted ethical values and principles. This includes in particular integrity, probity, respect of human dignity, openness and non-discrimination of religion, belief, gender, sexual orientation and ethics. We condemn corruption, accepting advantages and bribery.
We respect the relevant laws and conventions. We do not offer presents or benefits to business partners in order to influence business decisions, nor do we accept such presents or benefits. Using dishonest means is not accepted. Fraudulent acts such as embezzlement, misappropriation or other fraud are not tolerated, neither in our company nor in collaboration with our business partners.

The managing directors of all Bauer group subsidiaries require their employees to adhere strictly to any laws and regulations appropriate to their companies. This is also required from our suppliers and service providers. The same applies analogously to the relationship between the holding company management and its managing directors and employees.

5. Orderly Documentation
Business processes must be documented in an appropriate manner within the framework of our management systems. Orderly work and controlling procedures must ensure that relevant information is compiled entirely and correctly by the functional departments. The respective management must be informed about mistakes and inconsistencies.

6. Fair and Respectful Working Conditions
The employees of all Bauer Group subsidiaries behave towards each other and external business partners in a friendly, objective, fair and respectful manner. Guidelines on leadership and collaboration have been compiled and adopted, and they apply in their respective version. Discrimination, exclusion, bullying and harassment of any kind are not tolerated.
6.1. Working Hours / Holidays
The Bauer Group companies ensure that valid legal and internal regulations regarding working hours are complied with. To protect employees, overtime work must be limited to the extent required. To ensure that rest periods are adhered to, employees are allowed to and should take the agreed number of holidays in several consecutive periods. This also applies to the adherence of breaks during working hours.

6.2. Prohibition of Child Labour
We do not permit employment of persons under the age of 15; employees under the age of 18 must not be deployed to perform hazardous activities, they can be excluded from night work in consideration of their respective training/apprenticeship requirements.
We condemn child labour and encourage and urge our suppliers to do the same with their own suppliers and pre-suppliers.

6.3. Health and Safety
The Bauer Group companies do their utmost to secure the safety of their employees and not endanger their health, but protect and safeguard it. This is achieved by measures onsite, training courses, briefings and health and prevention programmes. It is assured that particular attention is given to vulnerable groups such as young people, young mothers, pregnant women or disabled persons.

6.4. Remuneration
Our employees are paid subject to the rates usual in the industry or according to collective agreement for the industry. In any case, we pay the statutory minimum wage.

6.5. Freedom of Assembly
The Bauer Group respects the freedom of assembly and encourages its employees in their fundamental right to elect their representatives freely and express their opinions.

6.6. Prohibition of Forced or Compulsory Labour
The Bauer Group does not tolerate any forced or compulsory labour, which has to be performed under threat of punishment, for example.

6.7. Non-Discrimination
When making employment decisions including, but not limited to, recruitment and promotion, remuneration, ancillary pay, training/apprenticeship, redundancies and dismissals, all employees must be treated strictly according to their skills and qualifications.

7. Non-Disclosure versus Transparency
Company secrets (recipes used, technologies, product development activities, participations in other companies, etc.) must not be disclosed to third parties or made publicly available. This also applies to information entrusted to us by third parties (customers, suppliers, business partners).
The consumers' right to be given important product and process information is recognised.
8. Separation of Private Interests
All employees of the Bauer Group must keep their private interests separate from those of the company at all times. This must also be adhered to when making personnel decisions or business deals. Only the objective company interest is of consequence.

9. Cooperative Conduct with Authorities
The Bauer Group subsidiaries are required to deal with any competent authorities in an open, constructive and cooperative manner. Authorities may be invited to visit our operating companies or for a professional exchange on-site even outside their regular inspections. All documentation and actions requested by authorities must be delivered within the time agreed.

10. Social Responsibility
The Bauer Group subsidiaries are aware of their social responsibility. We support employees in difficult situations and listen to their needs. The Bauer Group companies are open to active citizenship.

11. Environmental Responsibility / Sustainability
Wherever possible and suitable, environmentally friendly, energy-saving, waste-reducing and resource-saving methods are used at all locations where the Bauer Group companies carry out their activities. In doing this, the declared goal is to pursue constant improvement. The company utilises natural resources responsibly.

12. Privacy Policy
The Bauer Group protects the personal data of its employees, business partners and other third parties. Only personal data required for regular business operations is collected, gathered, processed, used or stored, and solely if this is carried out in accordance with all applicable laws and internal regulations.

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