



Code of Conduct

This Code of Conduct is based on the values of the company and is an integral part of our business strategy.

It forms a binding guideline for the actions of all employees.

KEYNES Planungsgesellschaft mbH also expects its **suppliers and contractual partners** to agree to the principles of this Code of Conduct and to implement these standards further down the supply chain.



Basic Principles

Sustainability is all about preserving our environment for future generations and respecting our employees and customers.

For us, sustainability means embracing our economic, social and environmental responsibilities.

We consider it to be essential for our company to comply with all applicable rights, laws and policies.

We are always striving to improve our performance and our reputation in society.

KEYNES Planungsgesellschaft mbH undertakes to conduct its activities in an ethical, legal and responsible manner.

It is for this very reason that KEYNES Planungsgesellschaft mbH has subjected itself to the present Code of Conduct concerning corporate social responsibility.

The Company undertakes to ensure that this Code is respected at every site our employees work in.

KEYNES Planungsgesellschaft mbH also expects its **suppliers and contractual partners** to agree to the principles of this Code of Conduct and to implement these standards further down the supply chain.

This Code was drawn up on the basis of the following internationally and nationally recognised standards:

- **"Universal Declaration of Human Rights" (UDHR) United Nations**
- **10 principles of the "Global Compact" of the United Nations**
- **Conventions of the International Labour Organisation (ILO) United Nations**
- **DIN ISO 26000 "Guide to the Social Responsibility of Organisations" by the Federal Ministry of Labour and Social Affairs**





Ethics and Lawful Conduct

Acting lawfully and responsibly is one of the essential pillars of KEYNES Planungsgesellschaft mbH's commercial success.

Corporate decisions are always made taking into account the social and environmental aspects.

The basic principle is to comply with the applicable national or international law. Every employee has to observe the law and the prohibition of bribery and corruption in order to ensure that responsible conduct forms the basis of our work. Every employee must treat internal information, as well as information concerning our business partners, as confidential.

What we expect from our **suppliers and contractual partners**:

- to prohibit and not tolerate corruption, extortion, breach of trust and fraud in any form.
- to behave fairly in terms of competition
- to use, protect and properly safeguard confidential information in an appropriate manner

KEYNES Planungsgesellschaft mbH is committed to openness, honesty and fairness in its treatment of its employees and business partners and will not tolerate any form of corrupt business conduct.



Relationship with our Employees

The personal dignity and the personal rights of each employee are always respected. No one may be discriminated against or favoured because of their sex, parentage, origin, faith, religious or political views, or disability. We do not permit discrimination in any regard.

We do not tolerate any form of insult, harassment, bullying and violence.

The recognition of the conventions of the International Labour Organisation (ILO), the principles of the Global Compact, as well as membership of the German Employers' Federation for the Chemical Industry (BAVC) ensure the following for our employees (this list is not exhaustive):

- the legal regulations of working time
- additional time off that goes beyond the minimum requirements
- the right to appropriate further education and training
- fair remuneration for employee performance

We do not accept child labour and forced labour of any kind.

We expect our **suppliers and business partners** to treat all employees equally as a fundamental principle of corporate policy. We expect them to create a work environment that does not permit discrimination of any kind and that any evidence to the contrary is handled immediately and with severe consequences.

KEYNES Planungsgesellschaft mbH is sensitive to the human and cultural diversity within the company and sees it as a valuable asset.



Health and Safety in the Workplace, Environmental Protection and Quality

KEYNES Planungsgesellschaft mbH assumes the responsibility for the health and safety of its employees by providing a safe work environment and ensuring the best possible precautionary measures are taken against accidents and risks.

In its efforts to prevent illnesses and accidents, the management is supported by specialists qualified in occupational health and safety.

The employees are trained in health and safety in the workplace.

The workplace has adequate emergency exits, fire protection facilities and sufficient lighting. Care is also taken to ensure the protection of non-smokers.

We expect our **suppliers and contractual partners** to provide safe work procedures as well as the necessary technical protective measures, in order to reduce health and safety risks in the workplace.

KEYNES Planungsgesellschaft mbH adheres to the relevant environmental laws and is committed to the regulations for the health and safety of employees in the workplace.





Management Systems

KEYNES Planungsgesellschaft mbH undertakes to comply with all the applicable laws, regulations, contractual agreements and commonly recognised standards.

KEYNES Planungsgesellschaft mbH has been certified according to the quality management system **DIN EN ISO 9001:2008** since 1997 and has been successfully recertified every year since then.

This re-certification process includes checks on the continuous improvement process and all the business areas concerned.

We expect our **suppliers and business partners** to respect all the applicable laws and contractual agreements as well.

**KEYNES Planungsgesellschaft mbH's objective is to always improve.
We strive to continuously develop our structures and adapt our services to meet the economic and ecological requirements.**

