

Respecting human rights



Code on human rights and
working conditions of the OKE Group



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www.oke-group.com

We take care.

Our code on human rights and working conditions.

We are committed to respecting internationally recognised human rights and to ensuring that everyone is equally entitled to these rights, without regard to gender, age, origin, political or religious beliefs.

Our mission statement We take care is a practical, real-life adaptation of this code, which is illustrated and present at our locations with many examples.

Managers also bear responsibility and actively demonstrate to their staff how this working guideline is an integral part of day-to-day cooperation.

It is binding for everyone and contributes to the success of the company.

1. Child labour and young workers

The OKE Group does not tolerate any form of child labour. Children must not be prevented from their education through gainful employment and in this way be restricted in their development. Their dignity shall be respected and their safety and health shall be protected. In accordance with the ILO core labour standards, the OKE Group complies with the minimum age for employment and strictly rejects child labour. This applies in particular to the worst forms of child labour, such as hazardous work, which can harm the health, safety or morals of children.

With OKE Kinderhilfe, we make an active contribution to providing children with a safe environment and better prospects for the future.

2. Wages and benefits

OKE Group offers its employees competitive and performance-based remuneration, supplemented by fringe benefits (OKE Plus). The OKE Group compensates its employees fairly, both internally and externally. Uniform principles form the basis for a globally balanced remuneration system. Where applicable, the legally guaranteed minimum wages or minimum standards of the respective economic sectors are complied with. At all OKE Group locations, performance and work results are a central benchmark for remuneration. The company remunerates employees for their individual or collective performance in accordance with local principles. 3.

3. Working time

The OKE Group complies at least with the applicable national working time regulations. In addition, our working time principles describe the principles applicable in the OKE Group with regard to rest periods, free time, holidays and life balance.

The organisation of working hours and breaks takes into account both operational and individual concerns. They are based on occupational science criteria, such as medically recognised physical and mental stress parameters.

The OKE Group also promotes the compatibili-

ty of work and private life. It offers its employees a large number of different working time models, parental leave and advice on caring for relatives in order to enable them to achieve a good life balance in different career and life phases.

Each OKE Group location develops appropriate measures with regard to its regional and country-specific circumstances.

4. Modern slavery

The OKE Group does not tolerate any form of forced or compulsory labour. In accordance with the ILO core labour standards, the OKE Group rejects the use of forced or unlawful compulsory labour.

5. Freedom of association and collective bargaining

The OKE Group recognises the right of all employees to form employee representative bodies and to bargain collectively for the regulation of working conditions.

The culture of the OKE Group is characterised by a trusting and constructive cooperation with the respective employee representatives. Employees are neither favoured nor disadvantaged on the basis of their membership or non-membership of a trade union or employee representation. 6.

6. Non-discrimination and harassment

Equal treatment of all employees is a fundamental principle of our company policy. The OKE Group does not tolerate discrimination. No one shall be discriminated against, favoured or harassed on the basis of any characteristic such as gender, colour, religion, nationality, political or other opinion, ethnic origin, disability, age, sexual orientation or any other characteristic protected by local law, such as membership of a national minority, pregnancy or former military (veteran) status.

As part of its diversity strategy, the OKE Group actively promotes diversity within the company, starting with the selection of suitable employees and the support of an open, inclusive corporate culture.

7. Women's rights

The OKE Group explicitly emphasises that all human rights are also women's rights. In order for all women to be able to exercise these human rights, women and girls should receive political, civil, economic, social and cultural support.

To ensure that everyday equality between men and women is actually achieved, we continue to work to remove existing barriers. The urgency for this is particularly evident in violence against women and disadvantaged educational opportunities for girls.

Overcoming traditional gender roles is, among other things, an important part of the OKE Group, as is promoting development opportunities for all employees.

8. Diversity, equality and inclusion

Building on our commitment to non-discrimination and the promotion of women's rights, diversity, equality and inclusion, the rights of minorities are protected. We see the right to a distinct identity and the right to effective equality as the basis for this. Another important measure in the protection of minorities is intercultural dialogue, which is based on tolerance and openness.

9. Rights of minorities and indigenous peoples

In order to fulfil our responsibility with regard to human rights, we take into account relevant international human rights standards, including UN instruments that define or elaborate on the rights of specific groups. We respect the rights of persons belonging to groups or populations that may be particularly vulnerable to adverse impacts, including: indigenous peoples, women, national, ethnic, religious and linguistic minorities, children, LGBTQ+ persons, persons with disabilities, migrant workers and their families.

We take care.

Our mission statement

1. Remain human

Whether customer, supplier, employee or manager: we treat each other with respect and fairness.



3. Enjoy working

Work is an opportunity to grow, learn something new and achieve common goals.

5. Keep moving

We enjoy celebrating joint and personal successes. They motivate us to continue to move forward.

7. Make decisions

We would rather risk making the wrong decision than nothing happening. Each employee has the opportunity to make decisions autonomously.



2. Show respect

We make sure that you are well, we keep you informed and are open to your questions and suggestions.

4. Provide a service

Our customers are people who entrust us with their orders and pay us. Therefore, we give our best every day for their satisfaction.

6. Be open

We use good ideas to create perfect solutions. To achieve this, we are prepared to break new ground.

8. Live happily

Work is a part of our lives that brings us joy, money and success. But we know: there is more than that.

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