

Dear colleagues,

A pleasant working environment and respectful treatment of one another are of great importance to our company. These values not only contribute to creating a positive work atmosphere but also enable us to achieve our common goals more effectively.

Below, I would like to highlight some important guidelines for behavior that every employee is kindly requested to respect and adhere to:

1. Respect and Tolerance:

We expect all employees to treat each other with respect and be tolerant of each individual's opinions, beliefs, and differences, regardless of their background, religion, position in the company, or specific abilities. Discrimination, bullying, harassment, or any other forms of inappropriate behavior are unacceptable and will not be tolerated. Always remember to treat others as you would like to be treated.

2. Communication:

Clear and open communication is essential to avoid misunderstandings and work efficiently, as well as open and honest communication is a crucial part of a well-functioning team. We encourage you to share your thoughts, concerns, and ideas, whether it's in direct exchange or through other communication channels. Listening is as important as speaking, so give your colleagues the opportunity to express their views and ideas. At the same time, we kindly ask you to treat each other with respect and constructively to avoid misunderstandings and ensure a productive work environment. We communicate in multiple languages, respect other languages, and help each other understand each other's language.

3. Punctuality and Reliability:

We kindly ask you to arrive at work on time and adhere to deadlines. Timely completion of tasks and fulfilling commitments to colleagues and customers are fundamental requirements for the smooth functioning of the company.

4. Teamwork:

We place great value on collaboration and team spirit. Conflicts may arise occasionally, and it is essential to resolve them in a constructive and respectful manner. Each employee should actively and cooperatively contribute to achieving our common goals and be willing to assist other colleagues when they need support. By sharing our knowledge, experience, and skills, we can become a stronger team and achieve more successful results. We stand in solidarity with each other.

5. Work Environment:

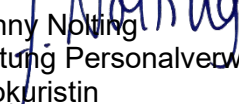
We kindly ask you to keep your workspaces clean and tidy. A clean and organized workspace not only creates a pleasant work environment but is also important for safety and efficiency. Pay attention to the shared use of resources and be responsible in handling materials and equipment. We all contribute to creating a pleasant and efficient work environment.

These standards and behavioral rules are not meant to be restrictive but are intended as guidelines for respectful and effective cooperation. By adhering to these principles, we can promote a positive work culture and collectively advance the success of our company.

We believe that together we can create a respectful and professional work environment where everyone can fully realize their potential. Thank you for your cooperation and commitment.

If you have any questions or concerns, I am available to assist you.

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Jenny Notling
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