



**SIEBTECHNIK TEMA**

**Code of conduct of  
SIEBTECHNIK TEMA**

筛得力天马 行为准则

Dear employees,

as an international group of companies with customers, suppliers and business partners in many different countries, we are subject to a multitude of different legal regulations, values and political framework conditions in the national and international environment. For SIEBTECHNIK TEMA, it has always been part of our corporate culture to behave ethically correct in everyday business life - compliance with existing laws is self-evident for us. We have formalized this attitude in the present Code of Conduct.

Respecting and abiding by these sustainable business practices in the spirit of good corporate governance, serves to protect our business relationships and our reputation as a global operating family business. It is binding for all employees.

亲爱的员工，

作为一个国际性的企业集团，我们的客户、供应商和商业伙伴遍布许多不同的国家，因此我们在国内和国际环境中受到各种不同的法律规定、价值观和政治框架条件的约束。对于筛得力天马来说，在日常的商业生活中遵守道德规范一直是我们企业文化的一部分--遵守现行法律对我们来说是不言而喻的。我们已经在目前的行为准则中正式确立了这一态度。

本着良好的企业管理精神，尊重和遵守这些可持续发展的商业做法，有助于保护我们的商业关系和我们作为全球运营的家族企业的声誉。这对所有员工都有约束力。

MANAGING DIRECTORS

SIEBTECHNIK GmbH

Germany

   
Scholz Pollmanns

SIEBTECHNIK TEMA Ltd.

Great Britain

  
Hylott

SIEBTECHNIK TEMA B.V.

The Netherlands

  
van Delden

SIEBTECHNIK TEMA Inc.

USA

  
Mullins

SIEBTECHNIK TEMA S.A.S.

France

   
Hopfner Rohart

SIEBTECHNIK TEMA Process

Equipment (Tianjin) Co. Ltd.

China  
   
Li Palade

SIEBTECHNIK TEMA S.A.

Spain

  
Hernando

SIEBTECHNIK TEMA Pty. Ltd.

Australia

  
Kriel

## Scope

The following Code of Conduct applies to SIEBTECHNIK TEMA Companies, as well as to associated companies, namely SIEBTECHNIK GmbH, SIEBTECHNIK Anlagen GmbH, TEMA Holding N.V., SIEBTECHNIK TEMA B.V., SIEBTECHNIK TEMA Inc., SIEBTECHNIK TEMA Ltd., SIEBTECHNIK TEMA S.A.S, SIEBTECHNIK TEMA S.A., SIEBTECHNIK TEMA Process Equipment (Tianjin) Co. Ltd., SIEBTECHNIK TEMA Pty. Ltd.

It applies to all employees at all levels of the company. It is an instruction to all employees and also a clear statement that violations will not be tolerated.

We seek to apply the principles of this Code of Conduct in cooperation with our business partners.

## 范围

以下行为准则适用于 筛得力天马 公司及其关联 司, 即 SIEBTECHNIK GmbH, SIEBTECHNIK Anlagen GmbH, TEMA Holding N.V., SIEBTECHNIK TEMA B.V., SIEBTECHNIK TEMA Inc., SIEBTECHNIK TEMA Ltd., SIEBTECHNIK TEMA S.A.S, SIEBTECHNIK TEMA S.A., 筛得力天马工艺设备 (天津) 有限公司, SIEBTECHNIK TEMA Pty. Ltd.

行为准则适用于公司各级员工, 它是对所有员工的指示, 也是对违规行为绝不姑息的明确声明。

我们寻求在与我们的商业伙伴合作时应用本行为准则的原则。

## 1. Dealing with employees

### a Equal treatment and non-discrimination

The principle of equal opportunities and respect in dealing with each other are important in our family owned group of companies. We treat all employees equally, fairly, respectfully and dignified regardless of gender, age, skin color, culture, ethnic origin, sexual identity, disability, religion or belief. This is how we create a culture of mutual trust. Qualification, responsibility and willingness to perform are promoted by us.

### b Human and labor rights

We respect internationally recognized human rights and respect for such rights is supported by us. Forced and child labor in any form is strictly rejected by us and is strictly prohibited. Wherever local legislation gives employees the right to form unions and employee representative bodies, we respect this right and strive for a respectful cooperation. We recognize the right of our employees to receive fair and appropriate compensation in line with industry standards as they apply in the individual regions.

## 面对员工

### 平等对待和不歧视

在我们这个家族企业集团中, 机会均等和相互尊重的原则非常重要。我们认为所有员工都应该是平等、公平、受尊重且有尊严的, 不论其性别、年龄、肤色、文化、种族、性别、残疾、宗教或信仰。这是我们创造互信文化的方式。能力、责任心和工作积极性是我们所提倡的。

### 人权和劳工权益

我们尊重并支持尊重国际公认的人权。我们坚决反对和禁止任何形式的强迫劳动和雇佣童工。只要当地法律赋予员工组建工会和员工代表机构的权利, 我们都会尊重这一权利, 并努力实现相互尊重的合作。我们认同我们的员工有权根据各个地区的行业标准获得公平和适当的报酬。

### c Cooperation with employees

A close and trustful cooperation with our employees is a proven cornerstone of our entrepreneurial activities. There is a respectful, open and constructive dialogue in dealing with each other.

### d Work- and Health protection

The safety and health of our employees is very important to us. Occupational safety is therefore a key factor in all operational processes and is included in our considerations during the planning phase already. The work is designed to prevent accidents and health problems.

Each of our employees is obliged to act in such a way that there is a safe working environment guaranteed. Our employees are entitled to refuse performing services on site, in case international safety standards are – in their view – not properly met or respected. We promote safety by complying with health and safety regulations and constantly strive to improve our related systems. Our department and team leaders are required to instruct and protect their staff in the exercise of this responsibility on an ongoing basis.

On our worksite in Germany we maintain the international standard OHSAS 18001:2007 / ISO 45001:2018 system for occupational health as well as the quality management system ISO 9001:2015.

In the workplace, we, under no circumstances tolerate consumption and activity under the influence of substances such as alcohol and drugs that endanger our judgment and safety at work. Within the framework of local legislation, non-smoking is an important concern for us.

### 与员工的合作

与我们的员工紧密和信任的合作是我们企业活动的基石。在处理问题上，双方将进行尊重、开放和建设性的对话。

### 工作和健康保护

员工的安全和健康对我们来说非常重要。因此，职业安全是所有操作流程中的一个关键因素，并早已在规划阶段就纳入我们的考虑范围。这项工作旨在防止事故和健康问题。

我们的每一位员工都有义务采取行动，确保有一个安全的工作环境。如果我们的员工认为国际安全标准没有得到适当的满足或遵守，他们有权拒绝在现场提供服务。我们通过遵守健康和安全法规来促进安全，并不断努力改进我们的相关制度。我们的部门和团队领导必须不断地指导和保护他们的员工履行这一职责。

在我们德国的工作现场，我们维护职业健康安全管理体系的国际标准 OHSAS 18001:2007 / ISO 45001:2018，以及质量管理体系的国际标准 ISO 9001:2015。

在工作场所，我们在任何情况下都不允许在酒精和毒品等危害我们判断力和工作安全的物质的影响下进行消耗饮用，使用和活动。在当地法律框架内，禁烟是我们的一个重要关注点。

## 2. Dealing with business partners and third parties

### a Offering and granting benefits

We are committed to fair competition and strictly reject any unlawful distortion of competition. Compliance with competition and anti-trust regulations always takes precedence over economic success. We emphasize on long term relationships with our customers. Good and strong competitors challenge us technologically. Competition is good in order to force us developing more innovative solutions. We therefore refrain from all actions that could lead to the restriction of trade and competition. We do not enter into any agreements that would serve such a purpose. We do not grant officials any benefits or advantages to promote our products. We will in no case tolerate corruption and bribery. In dealing with customers and business partners' donations, gifts and food invitations may only be accepted or given if they can be considered as adequate after careful comparison.

### b Sustainable environmental and climate protection

Both, in the development and marketing of new products and services as well as in the operation of our production facilities, we pay attention to energy and resource efficiency as well as environmental and climate protection. We make our contribution through recycling.

### c Social commitment

We are an active member of society and see our social commitment in the training of professionals for our company, and in the promotion of students. We support social institutions at the local level.

We do, however, not make any financial contributions, in particular donations, to political parties or party organizations, individual mandate holders or candidates for political office.

## 面对商业伙伴和第三方

### 提供和给予利益

我们致力于公平竞争，坚决反对任何非法扭曲竞争的行为。遵守竞争和反垄断法规永远优先于经济上的成功。我们注重与客户的长期关系。优秀和强大的竞争对手在技术上对我们构成挑战。但竞争是有利的，它迫使我们开发更多的创新解决方案。因此，我们不采取任何可能导致限制贸易和竞争的行为。我们不签订任何有助于实现这一目的的协议。我们不给予官员任何利益或好处来推广我们的产品。我们绝不容忍腐败和贿赂。在处理客户和商业伙伴的捐赠时，只有经过仔细比较后在认为合适的情况下，才能接受或给予礼品和用餐邀请。

### 可持续的环境和气候保护

无论是在新产品和服务的开发和营销中，还是在生产设备的运行中，我们都注重能源和资源的效率，以及环境和气候保护。我们通过循环利用贡献自己的力量。

### 社会责任

我们是社会的积极成员，我们的社会责任是为公司培养专业人才，促进学生的成长。我们支持地方一级公司所在地的社会机构。

但是，我们不向政党或政党组织、政治组织领导人或候选人提供任何财政支持，特别是捐款。

#### d Appearance and communication

The protection of personal rights, the right to freedom of expression and privacy is respected by us. However, in our media age, all employees should be aware that they can also be perceived in the private sphere as a representative of SIEBTECHNIK TEMA and are therefore requested to protect the reputation and standing of the company.

### 3. Conflicts of Interest

#### a Avoidance of conflicts of interest

Business decisions are made at SIEBTECHNIK TEMA in the interest of our group of companies. We avoid conflicts of interests with private concerns or otherwise. Potential conflicts are immediately disclosed and resolved in line with fair competition and a consistent ethical behavior always within the framework of this Code of Conduct and local legislation.

#### b Dealing with SIEBTECHNIK TEMA facilities

All hardware and facilities of SIEBTECHNIK TEMA our family-owned company shall appropriately be used by all employees and be protected from loss, theft or misuse.

Intellectual property represents tremendous goodwill and competitive advantage and will be defended against unauthorized access by third parties. We only use materials and immaterial property of SIEBTECHNIK TEMA for our corporate purposes.

Travel arrangements are made in accordance with the purpose of the respective business trip and in line with each company's local travel regulations. Behavior during business should be of such a nature that the company image is not damaged. Travelling is planned take into account time and cost aspects. Each business trip is approved by the respective supervisor before departure.

#### 形象和交流

我们尊重对个人权利、言论自由和隐私权利的保护。然而，在我们的媒体时代，所有的员工都应该意识到，他们在私人领域也可能被视为筛得力天马 的代表，因此要求他们保护公司的声誉和地位。

#### 利益冲突

##### 避免利益冲突

筛得力天马 的商业决策是以我们公司集团的利益为前提的。我们避免与私人利益或其他方面的利益产生冲突。根据公平竞争和始终在本行为准则和当地法律框架内的一贯道德行为，潜在的冲突将立即被披露和解决。

##### 对待 筛得力天马 的设施

我们家族企业 筛得力天马 的所有硬件和设施都由所有员工合理使用，防止丢失，被盗或滥用。

知识产权代表着巨大的商誉和竞争优势，可以抵御第三方未经授权的访问。我们仅将 筛得力天马 的材料和无形资产用于我们的企业目的。

差旅的安排根据各自的差旅目的和各公司的当地差旅规定进行。商务活动中的行为不应损害公司的形象。差旅计划要考虑到时间和成本方面的因素。每次差旅都要在出发前得到各自主管的批准。

#### 4. Data Protection

We protect information and business documents in a suitable manner against access and insight of unauthorized third parties.

The protection of personal data, especially of employees, customers and suppliers, has a special significance for us. We only collect or process personal data if this is absolutely necessary or legally required to fulfil the respective work task. No personal data may be collected or processed without consent of the respective person or legal admissibility.

#### 5. Environmental protection

Compliance with environmental laws and the handling of hazardous substances is managed professional and according to the state of the art. We strive to use resources and raw materials responsibly. We pay close attention to recycling and minimizing waste. We refrain as far as possible from using environmentally harmful raw materials, materials and production processes. On our worksite in Germany we maintain a certified energy management system in accordance with ISO 50001:2011 and an environmental management system according to ISO 14001:2015.

#### 数据保护

我们以适当的方式保护信息和商业文件，防止未经授权的第三方访问和查看。

对我们来说，保护个人数据，特别是员工、客户和供应商的个人数据具有特殊意义。我们只在绝对必要或法律要求的情况下收集或处理个人数据，以完成相应的工作任务。未经相关人员的同意或法律允许，我们不会收集或处理任何个人数据。

#### 环境保护

我们遵守环境方面的法律，且由专业人员根据最新技术水平负责有害物质的处理。我们努力以负责任的态度使用资源和原材料。我们密切关注循环利用和减少浪费。我们尽可能地避免使用对环境有害的原材料、材料和生产工艺。在我们德国的工作现场，我们维护符合 ISO 50001:2011 标准的能源管理体系和符合 ISO 14001:2015 标准的环境管理体系。

### Note and contact

If you have any questions about this Code of Conduct or if you are concerned about a possible violation of this Code of Conduct, you should always contact your supervisor and/or our owner with the following contact details:

Mr. Christian Steinhaus  
phone: +49 208 5801 402  
e-mail: c.steinhaus@siebtechnik.com

Your concerns related to this Code of Conduct will be taken seriously and will be treated confidentially.

### 提示和联系

如果您对本行为准则有任何疑问，或者您担心可能违反本行为准则，请随时与您的主管和/或根据下述联系方式与公司所有者取得联系：

Christian Steinhaus  
先生 电话：+49 208 5801 402  
电子邮件：c.steinhaus@siebtechnik.com

我们将认真对待您对本行为准则的关注，并对您的关注进行保密。

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