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Preamble

This document presents the management commitment as well as the applicable corporate policies of RLE.



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The management of the RLE INTERNATIONAL Group undertakes:

- ✓ to the completeness and accuracy of information;
- ✓ to the responsible handling of information;
- ✓ to comply with legal and industry regulations;
- ✓ to fairness in competition by combating corruption;
- ✓ integrity in business transactions
- ✓ compliance with antitrust laws
- ✓ the protection of intellectual property
- ✓ cooperative dealings with authorities
- ✓ the separation of corporate and private interests;
- ✓ transparency and accountability / disclosure of information
- ✓ compliance with the criteria for export controls and existing economic sanctions
- ✓ on compliance with documentation requirements
- ✓ on responsible and ethical behaviour
- ✓ on compliance with relevant International Labour Organisation conventions;
- ✓ continuous improvement of environmental and energy-related performance;
- ✓ to protect the environment and responsible chemicals management
- ✓ to support the purchase of energy-efficient products and services designed to improve energy-related performance;
- ✓ to implement a consistent risk and emergency management approach at all relevant RLE sites;
- ✓ to prevent accidents at work, occupational diseases and absenteeism;
- ✓ to assess working conditions and determine measures
- ✓ to prevent work-related health hazards, environmental and property damage;
- ✓ for employee-oriented management and employee involvement;
- ✓ and to continuously improve the management system;
- ✓ for customer orientation;
- ✓ for the continuous promotion and further training of our employees;
- ✓ for the continuous improvement of services and products, taking into account quality-related performance and sustainability;
- ✓ protect intellectual property, resources and specialised knowledge, and to prohibit the use of plagiarised or counterfeit materials;
- ✓ to maintain the confidentiality of our plans and strategies;
- ✓ safeguard the availability of our IT procedures to ensure the operation of our core business;
- ✓ defend our employees' right to informational self-determination;
- ✓ to meet our partners' demands for the responsible handling of their data;
- ✓ provide an adequate level of information security and the supporting resources; and
- ✓ minimise or avoid financial, criminal and reputational risks.

Quality Policy

Sustainability

We offer our customers the highest quality and individual advice and support in the implementation of efficient development and manufacturing processes, product-appropriate method usage and the selection and introduction of modern planning environments. Expertly competent contact persons are available to interested parties. Error prevention instead of error correction, on-time delivery and fulfilment of the specifications determine the actions of all RLE employees



Fairness in Competition

For orders, we struggle with the quality and price of our innovative products and services. RLE is committed to fair competition and, in particular, strict compliance with antitrust laws.

Customer Focus

RLE INTERNATIONAL is a service-oriented company, dealing with our customers is fair, cooperative and professional. Customer satisfaction and service are our top priorities. It is our aspiration to recognize the expectations of our customers at an early stage, to protect their interests and to fulfil them reliably, competently and sustainably.

Uniform Quality Standards

The RLE Group is an economic and agile company in which economic action is carried out in an efficient, ecologically and competitive manner. Our organization and business processes are tailored to the needs and target groups, we adopt socio-demographic and technological changes and shape them together with our employees.

Employee-oriented Leadership

Our executives are role models for our employees in their central position: They promote through open and transparent communication, training, qualifications and a sense of responsibility. Error avoidance instead of error correction, adherence to deadlines and compliance with the requirements determine the actions of all RLE employees. All employees are involved in the continuous improvement of processes and services and actively shape them.

Selection of our Partners and Suppliers

Companies that work for us comply equally with quality requirements and delivery reliability.

Compliance with Legal Obligations and Industry Standards

All products and services meet the statutory minimum safety standards. We regularly inform ourselves about new or revised standards in order to be able to derive appropriate measures

Information Security Policy

Sustainability

A continuous improvement process has the goal to operate a sustainable, stable and efficient information security management system. It guarantees the protection of the value "Information". The purpose of the information security activities is to adequately protect the business against threats in all material areas.

Uniform information security standards

All business units define the general goal of maintaining the three core values of information security:

- **Confidentiality** - Protection against unauthorized notification and disclosure,
- **Integrity** - Completeness and correctness of information,
- **Availability** - Availability of information and operational readiness of services and systems.

Compliance with legal obligations and industry standards

All employees of FutureMotiv are required to comply with regulatory requirements, legal obligations and industry standards related to information security.



Comprehensive security measures, especially for cloud services

Standardizing the IT infrastructure and comprehensive security measures help to better protect the systems. RLE relies on robust processes when dealing with cloud services, strong encryption during operation and comprehensive risk assessments and redundancy measures to take account of the increased risks from the cloud environments. In order to limit or prevent major damage as a result of emergencies, security incidents must be responded to quickly and consistently. Appropriate measures promote the goal of maintaining business processes at all times, even in emergencies, and restoring the availability of key services and information within a planned period of time.

Involvement of all employees

It is in the interest of all employees to comply with information security requirements and to implement said guidelines. Only through responsible and safety-conscious action, damage can be avoided. Business secrets may not be disclosed to third parties or even made public. Likewise, the protective rights of third parties must be respected. Furthermore, the employees support the safety goals by means of a safety-conscious working method and report any abnormalities to the respective information centre. Failure to comply with these guidelines could result in significant damage to RLE and should always be avoided therefore.

Cooperative dealing with authorities

We aim to maintain a cooperative relationship with all relevant authorities. Information and documents should be complete, open, accurate, timely and understandable.

Environmental and Energy Policy

Sustainability

Responsibility means putting our technology and service expertise at the service of the environment and sustainability. In doing so, we make a contribution to the environment and the next generations. Together with our employees and customers, we strive to keep our responsibility to the environment and to people constantly in the awareness and improve.

We will not engage in the unlawful taking of land, forests and waters.

We will not acquire, develop or otherwise use land, forests and waters whose use secures the livelihood of any person or animal.



We are committed to investing in projects that promote biodiversity and animal welfare.

Involvement of all employees

Our company strives for active environmental protection in all its fields of activity. Environmental protection is a fundamental task of all employees, so we should participate equally responsibly in the daily implementation of environmental protection measures.



Conservation of resources

We strive to continuously reduce resource and energy consumption, and minimize emissions and waste, thereby contributing to environmentally friendly development. For investments and procurements, the most environmentally friendly variants should preferably be given preference. By reusing and recycling resources, we try to maintain the circular economy for as long as possible before new resources have to be produced.

All suppliers are required to act sustainably and resource-conservatively on behalf of RLE.

Uniform environmental standards

Every customer should be given the assurance that they have purchased an environmentally sound service. This commitment includes compliance with environmentally sound procedures and processes as well as responsible chemical management within the company.

RLE takes noise emissions into account when selecting sites, products, facilities and goods and tries to keep them as low as possible.

RLE relies on an environmentally friendly mobility concept in order to reduce the soil quality caused by vehicle emissions. The selection of environmentally friendly vehicles and the accessibility of the sites by public transport are in the foreground.

Environmental impacts generated by us and the use of resources are subject to permanent monitoring, corrections and improvements are promptly initiated if necessary, and the use of energy-efficient and environmentally friendly products promoted.

Climate neutral services

To provide our services there is a need to use a certain infrastructure (buildings and rooms). We want to constantly improve our services and products, considering the environmental and energy related performance. Our goal is to provide climate-neutral services.

Cooperative dealing with authorities

We aim to maintain a cooperative relationship with all relevant authorities. Information and documents should be complete, open, accurate, timely and understandable.

Health and Safety Policy

Sustainability

Our primary task in occupational safety is to protect and preserve the life and health of our employees. Each employee is responsible for the continuous improvement of occupational safety and health and processes. The effectiveness of health and safety standards is regularly reviewed in order to initiate measures for improvement.



Protection of employees

Healthy employees are an essential prerequisite for the efficiency and thus for the economic success of our company and the safeguarding of jobs. Our principle is to exclude risks to our employees due to external influences. These include safety at work with technical machines and systems that inevitably act as well as the handling of hazardous substances.

Healthy at work

In all operational activities, care must be taken to prevent accidents and work-related illnesses as well as adverse effects on the environment of the company.

Safety in operation

Together we do our utmost to ensure safe and healthy working conditions in our company.

Participation of all involved

We openly inform about all topics relevant to occupational safety and health and promote the safety awareness of our employees. Each employee is trained by information and training in occupational safety as well as safety-oriented and health-oriented behaviour.



Compliance with legal requirements and industry standards

All executives and employees are obliged to comply with the statutory regulations and the company's occupational safety and health regulations at all times, and to protect their own health and the health of other employees. To implement all health and safety requirements, we cooperate with authorities, professional associations, technical and scientific institutions.

Cooperative dealing with authorities

We aim to maintain a cooperative relationship with all relevant authorities. Information and documents should be complete, open, accurate, timely and understandable.

Social responsibility policy

Sustainability

As a globally positioned company, we have a social responsibility that we consciously and actively fulfil. We are committed to fair working conditions and to better living conditions, in particular by complying with relevant conventions of the International Labour Organisation, such as

- Provisions and declarations of intent of the Universal Declaration of Human Rights based on United Nations Resolution 217 A (III)
- provisions and declarations of intent of the UN Convention on the Rights of Women
- Regulations and provisions of the UN Convention on the Rights of the Child
- Regulations and provisions of the UN Convention on the Rights of Persons with Disabilities
- Regulations and provisions of the UN Convention on Racial Discrimination

Freedom of assembly and association

RLE and the trade unions or workers' representatives shall work together openly and in a spirit of constructive, cooperative conflict resolution. The fundamental right of all workers to form and join trade unions and workers' representatives is recognised.

Right to work

No one shall be compelled to accept a particular job or to engage in a particular occupation to which he or she objects. This includes the prohibition of all forced labour.

Working hours, right to holidays, rest and leisure

Everyone has the right to rest and leisure, to reasonable limits on working hours and to paid holidays. RLE offers its employees 30 days of recreational leave.

Working hours shall be at least in accordance with the respective national legal requirements or the minimum standards of the respective national economic sectors.

Right to decent working conditions

Through a comprehensive occupational safety organisation, the requirements for a safe workplace are implemented and ensured throughout the company.

Regular site inspections by our occupational safety experts enable us to identify hazards in the course of activities at an early stage and to initiate appropriate measures. Employees are instructed on the basis of the risk assessment.

Freedom and privacy

Data protection is ensured throughout the company in accordance with legal requirements by the data protection organisation.

Social responsibility policy

Through data protection checks, training and news, data protection monitoring is implemented and education is passed on throughout the company.

Wages and benefits

As a responsible company, we do not want our employees to suffer hardship. Wages and benefits meet legal and collectively agreed standards.

Health protection

At regular intervals, RLE offers preventive check-ups through our company doctors. These check-ups are intended to prevent health problems that can arise, for example, from working at computer screens, or to detect them at an early stage. Such measures can be, for example, visual aids, provision of ergonomic workplaces, adequate lighting, etc.

Our social responsibility towards our employees also includes company programmes for preventive health care, sports programmes and other benefits. For more information, [click here](#)

Equal opportunities and diversity

Equal opportunities and equal treatment, irrespective of ethnic origin, skin colour, gender, religion, nationality, sexual orientation, social background or political views, insofar as these are based on democratic principles and tolerance towards those with different opinions, are guaranteed.

Employees are always selected, hired and promoted on the basis of their qualifications and skills.

We offer performance-related remuneration, company social benefits at a high level and promote the professional and personal development of our employees.

Inclusion

RLE operates internationally, which means that cooperation with foreign employees and business partners is an important component.

RLE sees the integration of migrants as an opportunity to remain competitive in the market. In cooperation with the supervisor, the human resources department and the migrants, an appropriate induction plan is worked out. Our mentoring system accompanies the migrant into working life.

Family and work

Reconciling work and family life is an important issue for RLE.

Having a family means taking on long-term social responsibility for relatives. This includes looking after biological and non-bodily children as well as caring for partners and other immediate relatives.

A flexible working time model enables employees to meet their private commitments flexibly and, if necessary, spontaneously.

Social responsibility policy

We support our employees in finding a balance between the challenges at work and family commitments.

A fundamental basis can be created through staff discussions and flexible working hours. Both sides win - employees and the company.

Freedom of expression

Everyone has the right to freedom of opinion and expression.

Child labour

RLE recognises the right of the child to be protected from economic exploitation and not to be required to perform work that could be hazardous, interfere with the child's education, or be harmful to the child's health or physical, mental, spiritual, moral or social development.

The minimum age for admission to employment in accordance with government regulations will be observed.

RLE does not procure products or services from suppliers, partners and subcontractors who are suspected of distributing products and services produced by child labour.

In justified cases, RLE will immediately terminate the cooperation and, if necessary, report the matter to the police.

Torture

No one shall be subjected to torture or cruel, inhuman or degrading treatment or punishment.

Women's rights

We advocate for a just world where girls and women have the right to live self-determined, free and in dignity.

Rights of minorities and indigenous peoples

No one shall be discriminated against, oppressed, marginalised, dispossessed or even exterminated in the exercise of their rights, especially on the basis of their indigenous origin or identity.

Land, forest and water rights and forced evictions

We do not support unlawful forced evictions. We will not participate in the unlawful taking of land, forests and waters. We will not acquire, develop or otherwise use land, forests and waters whose use secures the livelihood of any person.

Tax policy

Compliance with legal obligations

RLE ensures that all relevant tax laws are complied with and that all tax obligations, such as the timely and correct filing of advance returns and declarations, are met. Our organisation strives to minimise or completely avoid financial, criminal and repetitive risks that may arise from violations of the law. As well as to quickly detect violations of the law and initiate appropriate countermeasures. Kooperativer

Dealing with authorities

We strive to maintain a cooperative relationship with all relevant authorities. Information and documents should be provided in a complete, open, correct, timely and comprehensible manner.

Increasing transparency and documentation requirements

The security of the processing of documents and information is a high priority for the RLE Group. It is fundamental to be able to provide an internal control system. The internal control system serves to ensure tax compliance in the interest of the company and its employees.

Completeness and accuracy of information

Access to information systems is protected by appropriate access controls and restrictions, and access to services and data is protected by a restrictive authorisation concept (need-to-know). Protection programmes are configured and administered in such a way that they provide effective protection and prevent manipulation as far as possible.

Proper record keeping and financial reporting

Business processes shall be adequately documented. Controls must be in place to ensure the complete and accurate recording of accounting-relevant information.

Business files and reports must always be factual, truthful and provided in the required format. In addition, they represent a business asset to RLE that must be protected, so these documents must always be prepared, distributed and filed in accordance with applicable RLE requirements.

Integrity in business dealings

All employees must not promise or grant unjustified advantages to others, such as suppliers, customers and other business partners ("business partners"), in the performance of the tasks assigned to them. Corruption will not be tolerated!

All employees who conclude contracts with consultants, intermediaries, agents or comparable third parties must ensure that these also do not offer or grant any unjustified advantages. All employees may not use their official position to demand, accept, obtain or be promised personal advantages. As a matter of principle, monetary payments may not be accepted.