# 5.2 Policy



# 1 Purpose

This document describes the policy of the company.

# 2 Responsibles

The management is responsible for the creation, adaptation and approval of this instruction.

# 3 Scope

This definition applies to the entire company.

### 4 Definition

The following definitions were made.

# 4.1 Defining the policy

The policy is written and approved by the top management. It covers the main aspects of the management system, the context of the company and requirements of interested parties. The policy is regularly reviewed and, if necessary, adapted. The management is responsible for ensuring that the policy is made known within the company. Every employee must know the policy. The policy is communicated externally via the website or on request.

In order to achieve the company's goal of long-term protection and expansion of its market position, preservation of jobs, and protection and expansion of profits, the company has adopted the following policy

- The quality management system fulfils the requirements of ISO 9001:2015. The focus of the quality management system is customer satisfaction -
- The environmental management system fulfils the requirements of ISO 14001:2015 with the aim of protecting the environment and saving resources -

### Products and services:

Our products and services embody reliability and innovation. Product development is carried out in cooperation with the customer. Exclusions regarding products and services are not defined.

### Quality:

This can be seen in the conformity of our products, the competence of our services, the adherence to delivery dates and the flexibility with which we realize the wishes of our customers.

### Customers:

Our company supports the customer by competent customer advisory service in the planning of new products, in the conception of production processes and in the realization of production systems.

#### Employees

Every employee is responsible for his work results in the following areas:

Quality

lof 2 30.10.2020, 11:26

- · Safety and health protection
- Environmental protection
- Through the high motivation and qualification of our employees we create the basis for quality-conscious, environmentally conscious and health-conscious work.

The management of the company demands education and training.

### Continuous improvement:

Through our management system we strive to avoid mistakes. It serves us as a tool to constantly improve our procedures and processes, to reduce risks and to recognize opportunities.

### External providers:

We only work with external suppliers who operate to equivalent standards of quality, safety, health and environmental protection.

#### **Environment:**

As a part of this society, we are committed to protecting our environment. We strive to keep the environmental impact as low as possible through the professional use of resources, environmentally friendly processes and qualified disposal of waste.

#### Laws:

It is our claim to comply with all relevant legal requirements. Compliance is continuously checked and verified.

Version	1	<b>∂</b> date	08.07.2019
<b>≅</b> Release until	permanently	♣ Reminder	
Created	BBS	♣ Last edited	Hain, Alexandra
,£, Released	Pinder-Browne, Annette	<b>≅</b> Responsible	

2of 2 30.10.2020, 11:26