



# NEXOPART Code of Conduct

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**NEXOPART**

simplicity for your lab

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# Foreword

We are all responsible for the reputation of NEXOPART. This Code of Conduct defines a common system of values and principles that is to serve as a model for the daily activities of all employees, i.e. shareholders, managing directors, executives and employees of NEXOPART GmbH & Co. KG. It defines the fundamental principles for our behavior within NEXOPART and in relation to our partners and the public. It sets out the principles of our entrepreneurial activity and is an expression of our corporate values.

Our Code of Conduct is not a control system, but a guideline for behavior that is in line with the corporate culture of NEXOPART. This is based on security, respect and sustainability.

NEXOPART pursues and supports the commitment of the United Nations and is guided by the universal principles and the “Sustainable Development Goals” of the UN Global Compact for responsible corporate governance. Sustainable economic, social and ecological action is a matter of course for NEXOPART and an indispensable element of our corporate culture.

The Code of Conduct establishes group-wide standards. Violations will be investigated and consistently eliminated in the interest of all employees and the NEXOPART GmbH & Co. KG.

All employees are called upon to bring the NEXOPART Code of Conduct to life.

We are proud to align our behavior accordingly.

**Frank General**



Note: For better readability, only the masculine form is used. This includes the feminine and diverse forms.

# About us

NEXOPART is a joint venture between Haver & Boecker oHG from Oelde (Westphalia) and Hosokawa Alpine AG from Augsburg. The establishment of NEXOPART is based on a hundred-year partnership between the two parent companies. NEXOPART is a specialized premium supplier of all products and measuring instruments in the field of particle analysis for your laboratory.

NEXOPART offers you all the components you need for standard-compliant sieving analysis from a single source – from test sieves and test sieving machines to complete sieving analysis systems. Our reliable particle measurement technology has proven itself in hundreds of materials in a range of industries. You can use our measuring equipment for the finest powders in the pharmaceutical and chemical industries, as well as for quality control of coarse bulk materials such as coal, stones and soils.



HAVER & BOECKER oHG is a family-owned, medium-sized company with two divisions: wire weaving and machine manufacturing. Together with over 50 subsidiaries and 150 agencies on all five continents, HAVER & BOECKER is globally active.

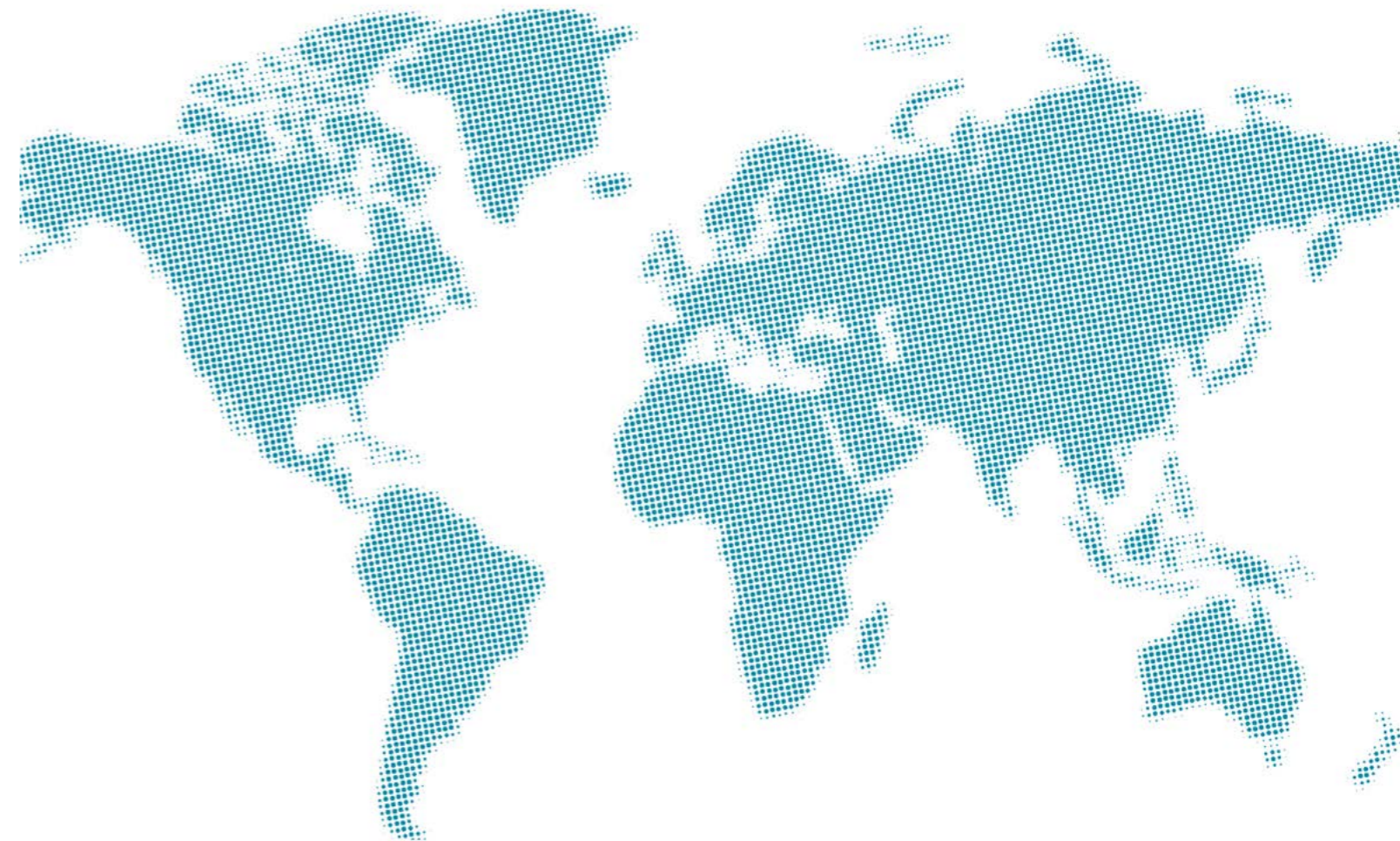
The wire weaving division manufactures wire mesh and processes it into technical wire mesh products. These are used for sieving and filtration in the chemical, plastics, automotive, aerospace, electronics, industrial and analytical sieving industries, as well as in the food industry and for architectural applications.

The machine building division, with its technology brands HAVER & BOECKER, HAVER & BOECKER NIAGARA, IBAU HAMBURG, SOMMER, FEIGE FILLING, BEHN & BATES, NEWTEC BAG PALLETIZING, HAVER Automation and HAVER Engineering specializes in the processing, transport, storage, mixing, filling, packaging, palletizing and loading of bulk materials.

Hosokawa Alpine AG is a leading global and innovative machine and plant manufacturer headquartered in Augsburg. The company develops and manufactures machines and plants for processing powders, granules and bulk materials, as well as for a wide range of recycling tasks. The e200 LS air jet sieve machine was developed by its Pharma & Lab division and is now part of the NEXOPART portfolio.

# General principles, legislation and law

NEXOPART is committed to fulfilling its social responsibility in all of its business activities. All employees are therefore required, without limitation, to comply with all applicable laws and internal company rules in Germany and internationally in all of their business actions and decisions. Employees are required to always stay informed about the legality of their actions. The contact persons in the respective departments are available to support them in these efforts.



# Social responsibility

## Human rights and labor standards

As a worldwide operating company, NEXOPART is committed to respecting and supporting internationally recognized human rights. As a socially responsible company, NEXOPART rejects any form of forced or compulsory labor and any comparable work, and is against any form of child labor. NEXOPART pays its employees appropriate remuneration in accordance with local market conditions and the currently applicable collective agreements. Employees receive all legally prescribed payments.

## Freedom of association and right to collective assembly

All NEXOPART employees have the right to assemble for peaceful purposes, to establish and join organizations of their choice and to bargain collectively. This includes joining trade unions, appealing to employee representation or membership of works councils. However, no one is forced to join an association. NEXOPART respects these rights in accordance with local laws.

## Equal treatment and equal opportunities, antidiscrimination

Fairness, respect, team spirit, openness and a sense of tradition are the foundation of respectful cooperation at NEXOPART. A respectful interaction, in which the strengths of each individual are encouraged and community solidarity is emphasized, characterizes the working environment at NEXOPART. Each employee should treat everyone around them equally, regardless of any legally protected characteristics. This includes, but is not limited to, national or ethnic origin, skin color, religion, age or gender.

## Health protection and safety at the workplace

The management at NEXOPART is supported in its efforts to prevent illness and accidents by compliance with occupational health and safety laws and regulations, and by close cooperation with institutions and experts in occupational medicine and safety. Responsible behavior for one's own well-being and that of other employees is required. NEXOPART ensures a clean, healthy and safe environment in which employees can work in accordance with current occupational health and safety laws. The employee actively participates in maintaining this environment. General and workplace-related safety instructions must be followed. Suggestions for further improving the working environment can be discussed with the manager at any time. Particularly safety-related improvements will be implemented immediately.

# Ecological responsibility

## Responsible management of natural resources

Long-term economic activity characterizes sustainable success at NEXOPART. Preventive measures for the conservation of natural resources play an important role in the continuous optimization of processes. Each individual employee should handle natural resources and energy responsibly in order to improve the overall environmental impact.

## Efficient processes

Investments and consumption are evaluated and optimized in terms of their environmental impact. The consumption of resources is monitored and documented. We are continuously working on cost-effective solutions to improve energy efficiency.



# Ethical business conduct

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## Internal and external communication

NEXOPART's corporate culture is based on transparent, responsive and reliable internal and external communication. Information made available to the public must be truthful. In addition, decisions are made transparent by regularly informing employees about goals, plans and company procedures.

## Fair competition

NEXOPART pursues fair competition by committing to a system of open market economy. In order to ensure free competition, all employees are required not to enter into any anti-competitive agreements with competitors, suppliers or customers. Furthermore, NEXOPART convinces by presenting its own strengths and innovations, but not by devaluing competitors.

## Conflicts of interest

NEXOPART's business relationships are based on factual criteria such as price, performance or the existence of a fair and established cooperation. Employees avoid any collision of their private interests with those of the company and are committed to a loyal and transparent attitude towards their colleagues.

## Objective business policy

Material or moral dependencies should not play a role when dealing with business partners. An objective examination of suppliers, service providers or customers strengthens impartiality and forms the basis for the business policy of NEXOPART.

## Purchasing policy

NEXOPART's purchasing policy follows the principles of responsible procurement, based on process and performance requirements that lead to measurable and tangible improvements in the supply chain. Building on existing business relationships, we work together with our suppliers to create a more sustainable supply chain.

NEXOPART demands fair prices from its suppliers, based on industry standards. The supplier is responsible for its pricing and is obliged to constantly improve the ratio of price, performance and quality.

## Protection against corruption and fraud

NEXOPART's business decisions are based exclusively on the quality and performance of the products and services. Gifts and donations that could influence business decisions should not be accepted or offered. Commissions and fees paid to consultants and/or commercial agents must be reasonable in relation to the services provided. No commissions or fees may be agreed that could be considered inappropriate. Contracts with consultants and/or commercial agents and similar agreements should not be used to make payments to the benefit of employees or other representatives of customers or public officials.

## Taxes and money laundering

NEXOPART fulfills its corporate social responsibility by meeting its tax obligations and combating money laundering. Clean and transparent bookkeeping is a key requirement to achieve this. Each employee is obliged to ensure that NEXOPART products and services are not used for money laundering or other criminal activities.

## Export and export control

NEXOPART respects national and international customs laws. Export, anti-terrorism and embargo regulations are observed to ensure the protection of the international community and the general public.

## Protection of company property and property of business partners

NEXOPART's corporate value is based on the ideas and innovative strength of its employees. Protection of material and intellectual property is a high priority for NEXOPART. This applies to internal data as well as to the respectful handling of external property. Company property should not be used for non-business purposes. Exceptions should always be approved by the respective manager. The property of third parties (e.g. business partners) to which employees have access, should be treated with the same care. It should only be used for business purposes within the agreed and necessary framework.

## Confidentiality and data protection

Employees handle sensitive and confidential information that is necessary for them to fulfil their tasks. Confidential information and data are named and marked accordingly. NEXOPART encourages its employees to handle this confidential information responsibly. Each individual employee is responsible for protecting this information and should not duplicate it or pass it on to persons who are not authorized to view it. Employees are obliged to comply with data protection and information security laws as well as official regulations when collecting, storing, processing, transmitting and passing on information.

# Practical Implementation

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The NEXOPART Code of Conduct is part of the daily work of all employees of NEXOPART GmbH & Co. KG. Managers serve as role models and must be measured by the principles of the NEXOPART Code of Conduct in particular.

Any violation of the principles of the NEXOPART Code of Conduct also constitutes a violation of labor law obligations. Such a violation can lead to a written warning or, in individual cases, even to termination of the employment relationship, in accordance with the applicable labor law provisions. A violation of the principles of the NEXOPART Code of Conduct may have criminal relevance and will be prosecuted under the currently valid criminal law.

NEXOPART provides its employees with appropriate information to avoid potential violations of laws and regulations of the NEXOPART Code of Conduct. If any questions remain unanswered, each employee can address these questions at any time to his direct manager, the responsible human resources department or the legal department in Oelde. For further questions regarding the NEXOPART Code of Conduct, all employees can also use the central e-mail address [gal@haverboecker.com](mailto:gal@haverboecker.com).

If an employee of NEXOPART detects any violation of the principles of the NEXOPART Code of Conduct or suspects violation of the principles of the NEXOPART Code of Conduct, he should report such a violation or suspicion as soon as possible. The point of contact for this is, at the employee's discretion, their direct superior or the legal department in Oelde. The responsible employees will handle the matter immediately. If the violation or suspicion of a violation of the principles of the NEXOPART Code of Conduct is confirmed, appropriate measures will be taken immediately.

NEXOPART treats the content of an employee's report and/or his identity as strictly confidential. The content and identity are only made available to those groups of people who require this knowledge to process the reported information. An employee who makes use of his right to report will not suffer any disadvantages as a result. If an employee believes that he is being disciplined or treated badly because he reported a violation or suspicion of a violation of the principles of the NEXOPART Code of Conduct, he should contact the legal department in Oelde immediately. In addition, the employee can use the whistleblower system <https://www.haverboecker.com/en/company/whistleblower-system/> at any time to anonymously report violations of this Code of Conduct.

## **NEXOPART GmbH & Co. KG**

A Haver & Boecker and Hosokawa Alpine Company  
Ennigerloher Str. 64  
59302 Oelde  
Germany

[sales@nexopart.com](mailto:sales@nexopart.com)  
[www.nexopart.com](http://www.nexopart.com)



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