

Code of Conduct

Hofmann Maschinen- und Anlagenbau GmbH develops and manufactures machines at its site in Worms for use in the automobile and electrical industries. The partner company CEMB S.p.A., Mandello, Italy cooperates closely with Hofmann. Tradition, as regards values, and progress with respect to technology, products and services, are the cornerstones of our philosophy. Our key aim is to promote the success of our customers and our employees.

Customer satisfaction

Our customers are our partners. They determine the success and continued existence of our company. We aim to recognise our customers' future tasks early on and meet their requirements and expectations with our products and services.

Continuous improvement

We regard it as a task and a challenge to question the existing state of affairs and work on forward-looking solutions by continuous improvement. It is our aim to continually raise the quality and competitiveness of the products we offer.

Growth and innovation

Thanks to our ideas and our knowledge, we create new products and so secure our future. However, our growth should be sustainable because the goals set for environmental protection, occupational health and safety are also taken into account.

Fair competition

Hofmann stands for technological expertise and innovative strength. From this foundation, we have been able to build a good reputation and sustainable, economic success in global competition. Corruption and cartel violations threaten these guarantees of success and will not be tolerated (zero tolerance). Bribes or cartel agreements are not methods we use to get an order.

Leadership expertise

Line managers set clear, realistic goals. They promote independent action and create the necessary scope for that action. Every manager needs to meet organisational and supervisory obligations. Every member of the management team has a special responsibility to ensure that Hofmann's Code of Conduct is observed.

Quality philosophy

Problems and detected defects are opportunities for us to innovate and improve. Every member of staff has the right and the duty to identify defects and contribute to their elimination and produce perfect quality, at the same time avoiding or reducing a negative environmental impact. Defect prevention takes precedence over defect detection.

Staff satisfaction

The skills and motivation of all our staff are the basis of our company's success. We work in an atmosphere which is shaped by team spirit, collegiality and genuine solidarity.



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DEUT DE SM 545
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Occupational health and safety

The health and safety of our staff is a key corporate goal. We conduct regular training sessions on occupational safety and fire protection. Every member of staff promotes occupational health and safety in their work environment. All managers are required to instruct and support their staff in accepting this responsibility.

Sustainable environmental and climate protection

Sustainable environmental and climate protection and resource efficiency are particularly important to us. This applies both to our production sites and to the development of our products whose effects on the environment and the climate need to be kept as low as possible. Every member of staff is responsible for treating natural resources gently and contributing to the protection of the environment and the climate by their individual behaviour.

Equal treatment and tolerance

A culture of equal opportunities, mutual trust and respect is important for us. We encourage equal opportunities and act to prevent discrimination in the recruitment of employees and in the promotion or granting of training and further training measures. We treat all staff the same, regardless of their gender, age, skin colour, culture, ethnic origin, sexual identity, disability, religious affiliation or ideology.

Human and labour rights

We respect internationally recognised human rights and support their compliance. We strongly oppose any form of forced labour and child labour. We recognise the right of all employees, to form employee representative organisations on a democratic basis in the context of national regulations. The right to an appropriate remuneration is recognised for all employees.

Conflicts of interest

We recognise that decisions employees make as part of their professional activities must not be influenced by private interests or personal relationships. Any situations in which conflicts of interest may arise in the company must be reported to superiors. Such a duty of disclosure exists, for example, when taking up secondary employment, or where an employee has a financial interest in competitor companies or other companies that have a connection with Hofmann Maschinen- und Anlagenbau GmbH. It is also important to disclose larger gratuities and gifts that are given or are expected to be given in connection with orders. Our employees are required to inform their superiors of the full extent of the situation so that a solution can be found together with the management.

Whistleblowing system

Correct and rule-compliant behaviour is of the utmost importance to us. Our corporate success is based on integrity and adherence to rules. To live up to this claim, we need to learn about potential misconduct and put a stop to it. Our whistleblowing system makes it possible to report potential violations of rules by employees. We examine every report received and follow it up consistently. An essential pillar of the whistleblowing system is the principle of a fair trial. In addition, we guarantee the greatest possible protection for whistleblowers. For alleged perpetrators, we presume innocence until proven guilty. The investigations are conducted with the utmost confidentiality. The information is processed in a fair, fast and protected manner. Our whistleblowing committee consists of a member of the works council, the data protection officer and the compliance officer. This committee examines the information received and forwards it to the management.



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Export control

We organise our customs and export procedures to ensure we comply strictly with all applicable import and export laws. Checking the sanctions list is an automatic procedure at our company. Sanctioned companies, organisations and persons are assessed without delay and blocked if necessary.

Confidential company information / insider information

We take appropriate and necessary steps to protect confidential information and business documents from being accessed and seen by colleagues and other third parties who are not involved.

Data protection and information security

The protection of personal data, particularly that of employees, customers and suppliers is very important to us. We only collect or process personal data if this is absolutely necessary or legally required to carry out the particular task. No personal data may be collected or processed without the consent of the data subject or admissibility by law.

Worms, dated 01.02.2022 / Michael Humm (Quality Management Officer)



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