

# **FLOTTWEG GUIDELINES**

Engineered For Your Success

 ***Flottweg***



 ***Flottweg***

Approved by Flottweg Board of Directors in September 2018.

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**FLOTTEWEG**  
SEPARATION TECHNOLOGY

# PREFACE

**Engineering has been our core competency since our origin. Since our founding in 1911, we have had a passion for technology and mechanical engineering, beginning with our founder, Gustav Otto, and continuing with Dr. Georg Bruckmayer after 1932. That passion for engineering continues today within the 1000+ people who comprise the Flottweg Group worldwide.**

At Flottweg, we are proud of our products: industrial centrifuges, belt presses and separators. We strive to give our customers the best possible solution for their individual needs.

An important component of our company is our Code of Conduct. The principles it defines are an important guideline for appropriate behavior within our company. The Code of Conduct is based on our values and company culture.

Compliance with the principles listed in the Code of Conduct is expected throughout the Flottweg Group. We all – employees, board of directors and oversight board – should use it to guide our behaviors and decisions.

Flottweg's survival and growth as a company depend significantly on our reputation as a trustworthy business partner and a reliable employer. We thank you for contributing to that reputation with the integrity of your personal conduct.

Board of Directors

# VISION, MISSION, STRATEGY

## ABOUT US

### VISION

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Our goal is to be among the world's top three providers of separation technology. We want to be the most popular employer in our community and beyond.

### MISSION

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Flottweg is a company specializing in separation technology. We measure our success against our customers' successes. As separation specialists, we know what application parameters are important and work with that knowledge daily to create better solutions for our customers. At Flottweg, we engineer each separation application to optimize our customer's success.

### STRATEGY

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The continuity and stability of the Flottweg Group are of utmost importance. We invest in new technologies and products to stay a step ahead of the market at all times.







# BRAND PROMISE

## **ENGINEERED FOR YOUR SUCCESS**

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„Engineered For Your Success“ expresses our brand promise in its briefest form. At Flottweg, we give our all to ensure our customers achieve measurably better results with us. Whether pursuing a goal of improving cost-effectiveness, increasing efficiency, achieving better process reliability or simply maximizing separation results, ultimately only one thing matters to us: the success of our customers.

## **REASON WHY**

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Promising our customers the best possible separation results means knowing the needs of each customer, each application and each Flottweg employee. Flottweg knows the factors our customers use to measure their success – and continues to learn more daily. We achieve this by working with motivated, engaged employees who identify with our goals and the goals of our customers. We create the conditions that make this possible by empowering our employees to achieve high performance.



**Success based on competence, responsibility and respect. These values determine our day-to-day work, the way we approach challenges, and how we conduct ourselves with our customers, business partners and colleagues.**

# OUR VALUES

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## **COMPETENCE**

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Our competence is the basis for the performance of our colleagues and thus for our success. As specialists in separation technology, we offer our customers solid advice in all applications to achieve the best solutions.

## **RESPONSIBILITY**

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Every employee should take responsibility for Flottweg with his or her actions. Each individual should always act as if Flottweg is his or her own company; customer orientation and cost awareness are paramount.

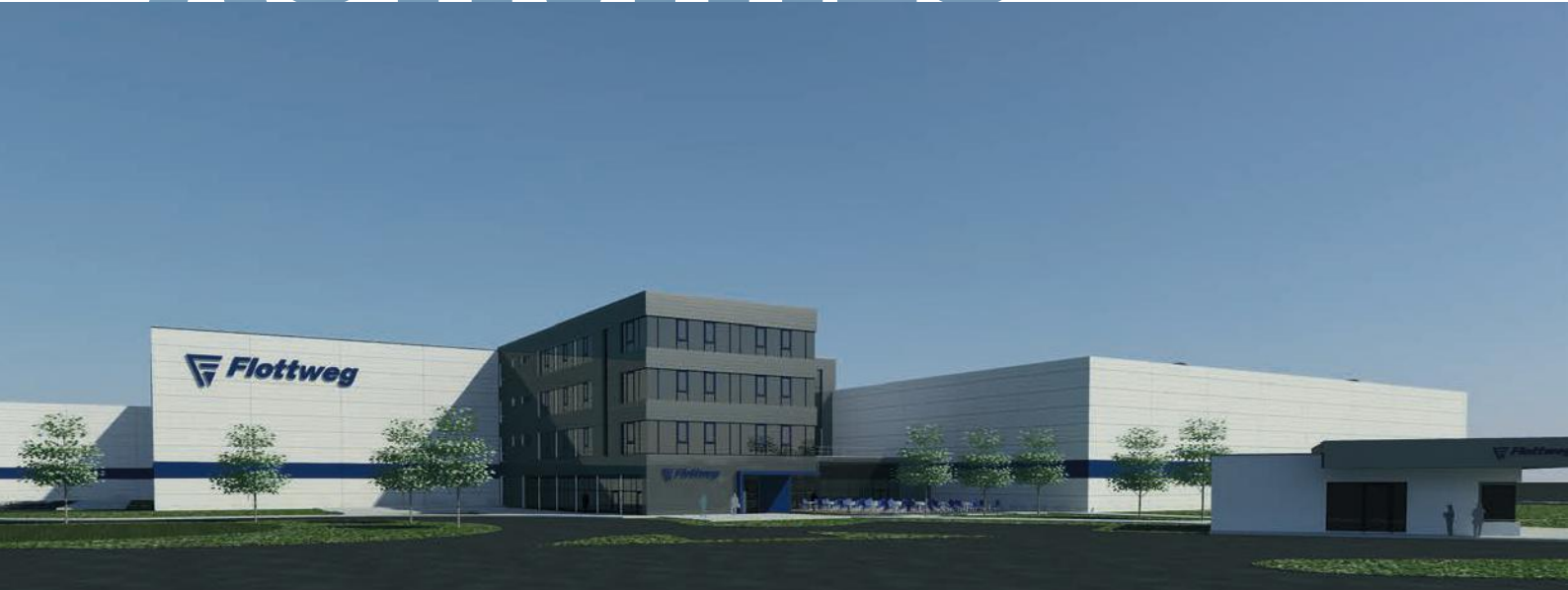
## **RESPECT**

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Ethically correct and fair treatment of customers, business partners and colleagues are musts for us at all times. Respect generates a climate of esteem, fairness and recognition.



# SUSTAINABLE BUSINESS ACTIVITIES



Flottweg is a profit-oriented business enterprise. Employees and owners form a community of interests and live from the income generated. For us, economic success and social responsibility go hand in hand.

We think long-term and are committed to the future of the company.  
We preserve our independence.

# OUR QUALITY PHILOSOPHY



We are firmly convinced that the long-term stability and continuity of our company can only be ensured by the high quality of our products and processes.

To meet this challenge, our DIN EN ISO 9001-compliant quality management system controls all significant procedures, processes, legal and official regulations, and state-of-the-art methods.

In regular audits and management reviews, we use metrics to ensure the effectiveness of our QM system and the continuous improvement of our processes.



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DIGITAL MILLER

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# OUR LEADERSHIP PRINCIPLE

At Flottweg, we live according to the leadership principle of the „coaching philosophy.“

We understand this to be leadership behavior that specifically develops independence and responsibility, leaving significant space for personal growth.

This leadership principle, when coupled with a consistent pursuit of our agreed-upon objectives, allows us to achieve outstanding work results.

# WORKING WITH COLLEAGUES

The foundation of our success is engaged employees who identify with our company and its objectives. We aim to motivate every individual to contribute their knowledge, ability, performance readiness and personality.

And we expect our employees to perform their assigned tasks correctly, on time and cost-effectively.

**TRAINING,  
EDUCATING  
AND  
SUPPORTING  
THE NEXT  
GENERATION**

**At Flottweg, we are firmly convinced that the long-term success of the company can only be assured with lifelong learning. We support this with our Flottweg Academy, founded in-house for this purpose. Consequently, education is a central component of our corporate strategy.**

### **TRAINING**

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As far back as 1946, Flottweg has trained the next generation in the company's own teaching workshop. This is our way to ensure our need for the technicians of tomorrow is always met.

### **CONTINUING EDUCATION**

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An international training program allows our employees to participate in continuing education and obtain any necessary additional qualifications for both the growth of the company and the individuals who work for us.

### **SUPPORTING THE NEXT GENERATION**

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Managers in the company are identified by periodic potential analyses, and their development is guided on a targeted path. This approach ensures the continuous improvement of our leadership quality.

The external search for suitable employees is additionally supported by active cooperation with colleges and universities (stipends, internships, and bachelor's and master's thesis work).

The safety and health of Flottweg Group employees are very important to us and are valued as highly as the quality of products and the success of the company itself.

Workers' protection at Flottweg includes all actions taken domestically and abroad to protect employees from accidents and health hazards. Management acts as important role models here and should comply responsibly with all health and safety codes and duties.





# COMPANY PROPERTY

Flottweg has extensive company property in its production, sales and business locations.

We expect that all employees will use all company property exclusively for company purposes and avoid damage, unnecessary costs and other abuses that could lead to its destruction or imperil the safety of the employee or others.



# CONFLICTS OF INTEREST

We avoid any type of conflict of interest that would damage our company. In case of any possible or actual conflict of interest, employees should turn to their supervisors or company management to clarify matters as quickly as possible.



# CONFIDENTIAL- ITY & DATA PROTECTION

All internal, confidential and protected information of Flottweg is subject to nondisclosure. Information belonging to suppliers, customers, employees, consultants and other third parties not communicated here must be protected in accordance with legal and contractual requirements. The same applies to information about these people and/or companies.

## WHAT ELSE DO WE FIND IMPORTANT?

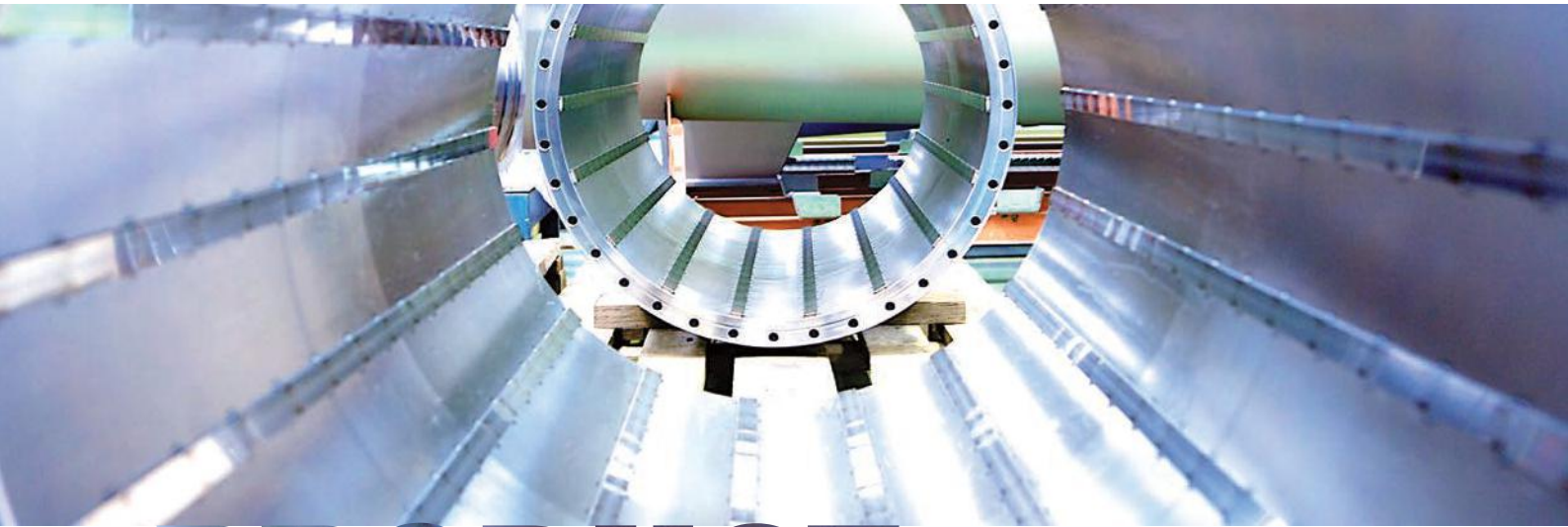
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# CUSTOMS & FOREIGN TRADE REGULATIONS

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The introduction of the role of “Authorized Economic Operator (AEO)” is a key element of the EU security concept. Flottweg is an Authorized Economic Operator (DE AEOF 108001 HZA Landshut) and Known Consignor (DE/KC/00441-01).

The Flottweg AEO certificate is a significant quality distinction for our customers and other business partners.



# PRODUCT SAFETY & STANDARDS

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The safety of our products and solutions is an essential component of our mechanical engineering philosophy. The application of guidelines and standards allows us to offer our customers maximum quality and safety and deliver optimal performance. This approach is the basis for the development of safe machines and plants when added to our years of experience and excellent engineering practices.

Our quality management system meets the requirements of DIN EN ISO 9001.



# ENVIRON- MENTAL PROTEC- TION

Flottweg products play key roles in many environmental technologies and contribute significantly to the sustainable business activities of our customers.

In our own production, Flottweg aims for a frugal consumption of resources to present the least possible burden on the environment. This is accompanied by the use of new technological processes and the consistent implementation of and compliance with environmental regulations.

# DONATIONS & SPONSORSHIPS

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As a socially responsible company, Flottweg supports social institutions, education, science, sports, culture and the environment with both monetary donations and donations in kind.

Donations to individuals, private accounts, or persons or organizations who could damage Flottweg's reputation are not permitted.

 ***Flottweg***



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