

Compliance Guidelines

Mitsubishi HiTec Paper Europe GmbH

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MPE stands for high quality trustworthy products. Responsible action is an integral part of our corporate culture and is the basis of the trust that our customers and our contract partners have in us on a daily basis.

Integrity and the observance of external and internal rules are the basis of responsible action and an integral part of our activities. We see our compliance regulations as an important element of correct corporate management. They are the prerequisite for the measures with which we want to ensure that our services are in full accordance with both the law and our internal rules. In addition, we want to ensure that social standards and values are guaranteed through ethical behaviour and compliance with applicable laws and regulations. Among other things, we comply with the following standards:

- DIN EN ISO 9001 (quality management)
- DIN EN ISO 14001 (environmental management)
- DIN EN ISO 50001 (energy management)
- FSC - Chain of Custody
- PEFC - Chain of Custody

Taking responsibility also means acting lawfully. To emphasize the importance of compliance, MPE's Management Board has issued these compliance guidelines:

- > Compliance means compliance with laws and internal guidelines. It is the responsibility of the management to ensure compliance and to implement and enforce a compliance management system.
- > The trust of our employees, business partners and shareholders is the basis for our success. Transparency and communication are an indispensable foundation for our trust.
- > We maintain a transparent, fair and open approach to all our business partners.
- > We compete actively within the framework of the applicable laws and self-imposed directives. We do not tolerate any form of corruption or unlawful business intended to influence decision-making. Both the acceptance and granting of benefits or donations which can influence decisions in an unacceptable manner are prohibited.
- > Our employees are an important cornerstone of our entrepreneurial success. Their health and safety are our top priority.

- > Through our company policy, a constructive style of leadership and an open culture of communication, every employee is informed about corporate philosophy in order to comply with national and international laws. It is the obligation of all our employees to comply with applicable laws and internal guidelines. Law violations are not tolerated. Employees are therefore not held responsible for any losses resulting from compliance with applicable laws.
- > An effective compliance system requires the commitment of all employees. Each employee is therefore invited to participate in the further development of this system

Our compliance management is based on the action chain "prevention", "recognition", "reaction". The goal is to anchor this awareness permanently among all management staff and employees. Instances that occur that are not in accordance with our guidelines are dealt with swiftly.