Code of Business Conduct

Preamble

Our Code of Business Conduct serves as a guideline for the entire Erb Transporte GmbH and therefore applies equally to each and every one of us. It is addressed specifically to the management, executives and all our employees. On the one hand, it reflects our commitment to upholding the values and principles set out herein. At the same time, it demonstrates our responsible conduct towards our business partners, customers and employees.

Commitment of the Management

Erb Transporte GmbH is committed to acting in an economically, socially and environmentally responsible manner. The company strives to conduct its business competently and on an ethical and moral basis, while ensuring fair competition in all markets in which it operates. This includes compliance with applicable laws and regulations, as well as the prohibition of cartels and anti-competitive practices. Under no circumstances do we seek to gain an improper advantage over our customers, suppliers or competitors.

Team Spirit and Constructive Cooperation

We continuously challenge existing solutions and develop new ideas for the benefit of our customers. To achieve this, we promote constructive cooperation among our employees. Their interests and expectations of us are essential to our work and ongoing development. Only through consistent teamwork can we succeed across our various business areas.

Standards of Cooperation

We expect all our employees to consistently adhere to the highest professional standards. If employees violate existing policies, rules or regulations in the course of their work or through their conduct, they may be subject to disciplinary action.

Open Communication with Employees

We do not cover up misconduct. If employees report actual or suspected misconduct in good faith, we do not tolerate any attempts to intimidate or retaliate against them. We understand “in good faith” to mean that the employee genuinely believes their account to be truthful. This applies regardless of whether a subsequent investigation confirms the employee’s account.

Dialogue with Business Partners

All business information and trade secrets of our partners are treated as sensitive and confidential. Required documents are properly prepared and stored and, where necessary, returned or securely destroyed upon termination of the business relationship.

Customer Orientation

We always treat our customers and business partners fairly and honestly. We identify and understand the wishes, needs and expectations of our customers and business partners to ensure their targeted implementation in products, services or other processes.
Our primary goal is to build long-term and stable relationships with our customers and business partners based on mutual trust. We provide customers with feedback as quickly as possible to assure them that we take their concerns seriously and are committed to addressing them.
Professionalism in dealing with customers is demonstrated by responding promptly to enquiries and complaints.

Acceptance of Gifts and Donations

a) Gifts to Our Employees: Our employees must not solicit or accept personal benefits from customers or suppliers that influence or could potentially influence their conduct in relation to their duties for the company. If gifts are offered by third parties, they may only be accepted if they are customary business practice and can be considered a gesture of courtesy or goodwill (e.g. promotional items bearing the logo of the donating company, such as calendars or pens).

If the value of a gift exceeds the customary limit, the Compliance Officer or Management must be informed. If this is not possible, such gifts must generally be declined.

b) Gifts Given by Our Employees: Gifts offered by our company must also remain within the customary scope of the business relationship and be reasonable in terms of their material value. The recipient must not feel any obligation that could influence their business decisions as a result.

c) Donations: Erb Transporte GmbH generally does not make donations to political parties, individuals or organizations whose objectives conflict with our corporate philosophy or could damage our reputation. All donations are made transparently.

Bribery and Corruption

We do not tolerate any form of corruption or bribery, regardless of whether it results in damage to our company's assets or those of third parties. We implement control mechanisms to prevent bribery, theft, embezzlement, fraud, tax evasion and money laundering.

Our employees are prohibited from offering or accepting any kind of favor or benefit (cash, travel, gifts, etc.) that is linked to an improper advantage (such as the awarding of contracts or projects).
Our business partners are also expected to avoid conflicts of interest that may pose a risk of corruption.

Data Protection

We treat all personal data belonging to our customers, business partners and employees with the utmost care. This includes names, addresses, telephone numbers, dates of birth and information about an individual's current health status.

Our employees are required to take all appropriate measures to protect data and safeguard our IT systems against both internal and external data theft. This includes, in particular, the misuse of passwords within the company and the unauthorized downloading of files, especially inappropriate material from the Internet.

Environmental Protection

Protecting the environment and climate is a matter of great importance to us. Our employees are expected to use all natural resources utilized in our company (e.g. energy, water and land) responsibly and sustainably. Responsible practices in the provision and distribution of our services are expected of all our employees.

To protect our employees, we comply with all laws and regulations relating to occupational health and safety. In particular, our managers take appropriate measures to ensure a healthy and safe working environment for all employees.

Compliance with Applicable Laws and Regulations

We require our managers to familiarize themselves with and comply, without exception, with all laws, regulations and rules relevant to their areas of responsibility. Our managers, in particular, bear a high level of responsibility for ensuring compliance with this Code of Conduct.

The business practices of our business partners and their suppliers must also comply with applicable laws and regulations. This applies in particular to the import, export and domestic trade of goods, technologies and services, as well as to payment and capital transactions.
Our business partners must also ensure that violations of economic sanctions and regulations governing trade, import and export controls, as well as the financing of terrorism, are strictly excluded.

Fair Competition

We are committed to fair competition and comply with all applicable laws and regulations. We do not enter into agreements on prices, terms and conditions or strategies with competitors, suppliers, other companies or dealers that could restrict fair competition. We do not participate in any anti-competitive boycotts.

Prohibition of Discrimination

All forms of discrimination are strictly prohibited, regardless of whether they are based on nationality, ethnic origin, age, gender, sexual orientation, marital status, pregnancy, disability, religion or personal beliefs.
Promotions and recruitment decisions are always made without discrimination.

Handling of Internal Company Information

We place the utmost importance on ensuring that the products we manufacture, the equipment we use and the company's intellectual property are handled with care and responsibility.

Prevention of Child Labor and Forced Labor

We strictly reject all forms of child labor and forced labor without exception and expect the same commitment from our business partners. Children of compulsory school age (under the age of 16) must not be employed, even if the applicable laws and regulations in the supplier's country would permit such employment.

Implementation and Enforcement

Erb Transporte GmbH is committed to making every effort necessary to uphold the principles and values set out in this Code of Conduct.

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Geschäftsleitung