

seele

corporate policy

(ISO9001:2015; ISO14001:2015; ISO45001:2017)

se-austria GmbH & Co. KG
Gewerbepark 2
4861 Schörfling am Attersee

phone: +43 7662 22 000 - 0



The company policy applies to the following companies

- **se-austria GmbH & Co. KG**, Gewerbepark 2, 4861 Schörfling am Attersee
ISO 9001, ISO 14001, ISO 45001
- **se cover GmbH**, Oberfeld 3, 83026 Rosenheim
ISO 9001
- **seele middle east fze**, west wing 4, office 526, P.O. Box 54523 Dubai
ISO 9001

seele has been realizing and supplying flexible solutions made of individual glass-steel, glass-aluminum, membrane and all-glass constructions for building envelopes for 30 years. We owe our good reputation to efficient development, competent engineers, a highly qualified technical office, flexible, specialized production and experienced assembly teams. This creates the prerequisite for good quality and delivery reliability.

As a modern, globally active company, we attach particular importance to ensuring compliance with our corporate policy at each of our locations. Above all, the wishes of our customers as well as the field of application, the state of the art, the legal and environmental regulations, the safety regulations and the standards define the high standards of our products and systems.

The management of se-austria GmbH & Co. KG is responsible for compliance with and further development of the areas of quality, innovation, environment and energy, safety and the Code of Conduct. The company's objectives are derived from the corporate policy and defined comprehensible measures and verifiable guidelines for action.

Based on applicable documents, the management system defines all necessary activities and respective responsibility for implementation. The corporate policy of se-austria GmbH & Co. KG was formulated by the management and is regularly reviewed for appropriateness and effectiveness as part of the management evaluation and revised if necessary. It takes into account the expectations and needs of customers and included the obligation of all levels of the company to fulfil the defined requirements. The company policy serves as a guideline for all employees in carrying out their work.

The management of se-austria GmbH & Co. KG is responsible for ensuring that the corporate policy is made known, understood and implemented throughout the company. The corporate policy comprises the following points:

1 Environmental and occupational safety policies are subject to a continuous improvement process

Since its foundation, se-austria GmbH & Co. KG has attached great importance to the quality of its services and products as demanded by the market, also with regard to environmental protection and the sustainable use of resources. Se-austria GmbH & Co. KG is committed to increasing its environmental and occupational safety performance in a continuous improvement process. The continuous review ensures the necessary financial, personnel, technical and structural prerequisites and compliance with the relevant legal obligations and other requirements of environmental and occupational safety management. The efficient use of natural resources, energy and land, as well as the commitment and responsibility of all employees to behave in an environmentally friendly manner, contribute to minimizing the impact on the environment, as does the anchoring of environmental protection requirements in all our processes.

2 The customer and his wishes are at the centre of our quality, environmental and occupational safety policy

Compliance with the high level of quality demanded by the customer can only be achieved economically if all the functional areas involved also carry out their tasks internally according to the principles of complete and best possible fulfilment of the requirements set. In order to achieve customer satisfaction, the quality and environmental friendliness of our products and services must be our first priority. Reliable and durable functioning of the products and services have priority over other aspects. We also take environmental and climate protection into account as early as possible in our planning and decision-making processes for implementing customer expectations. At every stage, from conceptualisation to development, planning, consulting, purchasing, production control, environmentally friendly realisation of the products, acceptance, transport, commercial administration, dispatch, provision and customer service, each individual makes a responsible contribution to quality, energy balance and preservation of the environment.

3 Customer and supplier are our partners

We maintain mutually beneficial relationships with customers, suppliers and our other business partners. A consistent basis of mutual trade, working

practices with integrity and reliability determine success. Our corporate success is the measure of how we meet the expectations and requirements of our customers, taking into account the impact on the environment and climate. Honesty and reliability towards our customers, business partners, i.e. our suppliers, contractors and subcontractors, ensure our credibility and future success.

4 Innovative strength ensures future viability

Progress is based on new developments, whether in society, science or industry. For se-austria GmbH & Co.KG, producing innovations is part of the self-image of entrepreneurial activity. With our solutions and products, we see ourselves as a technology driver for the requirements of modern architecture and its social issues. Systematic process optimisation is just as important a building block for success as investing a considerable part of our turnover in research and development. Securing the innovative edge ensures the future viability of the company.

5 Constant striving for continuous improvement is part of our daily work

It is therefore an important concern of the management of se-austria GmbH & Co.KG to constantly develop the quality, environmental and occupational safety balance of our products economically and in terms of value analysis. It is regarded as an indispensable prerequisite for ensuring the success of the company in order to maintain or further expand our market position. To this end, we have set ourselves the goal of using environmentally compatible materials in product manufacture and reducing specific energy consumption to a minimum. We are constantly optimising our production, testing and logistics processes and thus reducing the consumption of resources.

6 Error prevention instead of error elimination

The concept of quality assurance is designed in such a way that the focus is on error prevention. Should deviations from the specifications nevertheless occur, each employee is obliged to ensure that the defect is rectified and that measures are taken to reduce all deviations from the ideal value in order to further effectively reduce the risk of defect costs and non-scheduled costs. Every employee is expected to personally stand up for the faultlessness of our

products by using environmentally friendly resources.

7 Performance through appreciation and promotion

Our employees are our strength. They shape our reputation and our performance. We therefore consider sensible personnel development to be an essential contribution to securing the success of the company and attach great importance to the working environment having a positive influence on the motivation, satisfaction and performance of our employees. Through an ecological approach, the specific consumption of natural resources, especially the use of energy, water and hydrocarbons, as well as the generation of waste water, waste and emissions can be reduced to a minimum.

8 Security through guidelines, optimisation and sensitisation

The safety and health of our employees is a top priority. Safety is therefore one of the most important tasks for managers and employees. We are convinced that every accident is preventable. To achieve this, we are continuously developing our safety culture. We empower and motivate every employee to behave in a safety-conscious manner and to take responsibility: for their own safety, for the safety of their colleagues, for internal processes and the operations of the assembly teams on the construction sites.

9 Integrity does not allow compromise

The management of our company is characterised by social responsibility. The recognition and acceptance of the maintenance of quality, occupational safety, environmental and climate protection is part of both our corporate and socio-political responsibility. We see it as our duty to execute and implement all official guidelines, laws and standards on time and with consideration for all parties involved.