

CORPORATE GUIDELINES

Dear Colleagues,

we are Hammerwerk Fridingen GmbH and HF-Czechforge s.r.o., and every one of us is responsible for providing our customers with high-standard products. We need to ensure that our production processes are environmentally friendly, that we provide a safe working environment and that our company fulfils its social responsibility.

In order to achieve these goals, we have developed a set of corporate principles. These principles should be evident throughout the company and communicated by all our employees. If we all remain true to these corporate principles, we will be able to achieve our goals for a secure future.

If you require further information or have any questions, please contact your supervisor.



Dr.-Ing. Frank M. Springorum
Managing Director



Holger Müller
Managing Director

Our harmonised and integrated corporate guidelines are an essential tool in the following areas:

- Quality
- Environmental protection
- Social responsibility

Quality – our main priority

In many cases, people's lives literally depend on the quality of our products – e.g. planetary carriers which hold helicopter rotor blades in position. Therefore, we work towards a zero error target with preventive measures in order to minimise the possibility of faults and to continuously improve the quality of our products and processes. This includes standards, rules and statutory regulations which are taken into consideration during each production phase – from planning to implementation. All of us must perform a variety of quality assurance tasks in our working environments. Please remember: Your colleagues and our customers rely on you implementing quality assurance measures throughout the process.

Our quality guidelines – to achieve high-level quality

A high level of customer satisfaction can be achieved if we all implement the quality guidelines in our areas of responsibility:

- We work in close cooperation with customers and suppliers
- We communicate in a frank, honest, truthful and unbiased manner
- We employ specific planning measures to prevent faults
- We apply innovative statistical methods – in particular through effective preventive product planning – and reduce waste
- We utilise cutting-edge methods, proven manufacturing processes and state-of-the-art production facilities
- We plan, analyse and control our products and processes to avoid errors and to support continued improvements
- We encourage our employees to think about quality through training courses and awareness raising events
- We watch the market and ensure our competitors are our followers



Our social responsibility

The two companies Hammerwerk Fridingen GmbH and HF-Czechforge s.r.o. influence society in numerous ways. Therefore, we have a responsibility to ensure that our influence is positive. Positive for our present, former and future employees and their families, our customers, our suppliers, our partners – and last but not least local communities of which we are a part, and society as a whole. To achieve this goal, we adhere to the following social responsibility guidelines:

- Our operational activities should have a minimal effect on humans and the environment
- Aspects of occupational health and safety and environmental protection are an integral part of all working and decision processes
- We respect the personal rights of all our employees, offer them excellent and secure working conditions and a stable environment in which they can practice their skills
- We ensure equal opportunities
- We demand honesty, integrity and fairness for all operational activities and do not tolerate corruption, deceit, disloyalty, forced or child labour

Protecting the environment and resources

We plan, analyse and control all our processes and products in order to avoid environmental pollution and to continuously improve our environmental performance.

- We adhere to all legal provisions and other environmental protection demands
- We provide information to earn the trust of the general public and our customers
- We aim to avoid environmental pollution during production, and to utilise state-of-the-art technology whenever and wherever possible
- We promote the environmental awareness of our employees via information and training
- We provide the necessary provisions to prevent accidental emissions
- We utilise available resources in a targeted and cost-effective manner
- We minimise residual materials, pollutant waste, emissions and waste water by employing technical and organisational skills

Superiors must lead by example in terms of quality, environmental protection and social responsibility. However, implementation of these corporate guidelines demands responsible behaviour from each and every employee.

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