



THE FUCHS PETROLUB GROUP |  
GLOBAL DIVERSITY GUIDELINE



## Global Diversity Guideline

Diversity is a comprehensive business management concept that places special emphasis on developing a heterogeneous workforce, and utilizes this to increase the likelihood of an organization's success.

FUCHS PETROLUB AG, is committed to fostering and strengthening a culture of diversity as a forward-looking approach to business. Diversity encompasses a particular mindset that reflects mutual respect and openness, and promotes employee development both professionally and personally. Our company expects every single employee to adopt this basic stance.

The Company wishes to create a corporate culture in which everyone is able to find their own niche as an individual. In light of this, we encourage all employees to express their own individuality and to recognize as a positive feature, the differences in others.

## Fairness at the workplace

FUCHS enjoys an international presence, and as a consequence, employs individuals from over 50 different countries. This has resulted in a diverse group of employees representing differing nationalities, religions, gender, sexual orientation, age, and degrees of disability. It is with this in mind that we consider it vitally important to prevent any form of workplace discrimination. It is fundamental to our ethos at FUCHS that our daily dealings with others are conducted with fairness, equal opportunity and mutual respect. This approach also helps to form the basis for successful international working relationships that are necessary for safeguarding our competitiveness.

## What is discrimination?

Discrimination is difficult to define. In basic terms, discrimination occurs when someone makes a distinction between others on the basis of a class or category without regard to individual merit. For example, it is discriminatory to select one candidate for a position based solely upon their gender. The Company absolutely prohibits discrimination in the workplace, and it is the Company's policy that its employees are hired, promoted and developed solely on the basis of their expertise, skills and performance levels.

This basic guideline aims to ensure that the Company acts in accordance with the anti-discrimination directives of the European Union. It is the joint responsibility of the Group's Executive Committee and its employees to ensure the Company acts in pursuit of this important objective.

*Every single person must do their part!*

## Expectations placed on all employees

The Company expects that all employees abide by the following basic principles:

1. Employees will behave in a manner that contributes to a positive working atmosphere.
2. Employees must adopt a standard of behavior that treats every other person in the way that they would wish to be treated. This approach requires fair behavior towards fellow colleagues that is based upon mutual respect.
3. We all must feel confident that our colleagues will respect our personality and dignity. As a consequence, we must avoid conduct that is offensive to others or diminishes their reputation.
4. Mutual appreciation is based upon an inner conviction and willingness to engage others in a positive way. This includes ensuring that possible workplace problems are addressed openly, and that colleagues develop solutions to problems mutually and respectfully.
5. Employees who are affected by discriminatory or otherwise unfair behavior must speak out, even if doing so is difficult.

### Expectations placed on all executives

The Company's executives must operate their business according to the following:

1. Executives will help to support an open, tolerant and fair attitude between colleagues by implementing a management style that is focused on the Company's values.
2. Executives will interact with employees openly and respectfully. This management style is designed to create a working atmosphere that enables a free exchange of ideas. Executives will also promote a corporate culture in which people can learn from mistakes by freely addressing and dealing with problems and conflicts that occur.
3. Executives will investigate and determine the facts associated with all acts of discrimination, bullying or sexual harassment (and wherever necessary, enlist assistance from appropriate experts).

### Appendix: Extract of text from the "Code of Conduct"

Equal opportunities regardless of sex, age, ethnic origin or religion are a basic right for all our staff guaranteed in writing.

Our internal code of conduct is geared to the basic principles of our Group and serves as a standard for appropriate and socially aware behavior for our staff in the course of daily business. It contains guidelines on topics such as social responsibility, safety at work, health and environment protection, collaboration with business partners, avoidance of discrimination, and cooperation within the company:

"Executives within the FUCHS PETROLUB Group encourage the employees through open and intense communication, transparency and team work. Each employee meets his colleagues with respect and openness. To keep and develop the qualification of the employees within the FUCHS PETROLUB Group, continuing training in company relevant subjects will be offered.

Wherever it is warranted, executives must take appropriate action against the person responsible, which at a minimum, will make it clear that such misconduct will not be tolerated.

### Right to seek advice and right to complain

Employees who are affected by unfair behavior such as discrimination, should speak out, even if it is difficult to do so. Employees have the right to seek advice from, or bring their concerns or complaints to management. It is important to understand, however, that the employee is responsible for taking the first step. Employees will not be prejudiced by seeking advice or lodging a legitimate complaint.

The person to contact is firstly the employee's direct superior or the higher level superior, including a Company Executive. If the employee would prefer not to speak to the superior, the personnel department is also available for confidential discussions offering advice at any time.

### *Equality of opportunity and discrimination*

Every employee of the FUCHS PETROLUB Group must be treated with fairness and respect. Within the framework of the relevant statutory provisions the company undertakes to observe the principles of equality of opportunity in hiring and promotion, and to make the decisions concerned on the sole basis of the applicant's qualifications. We accordingly conform to national guidelines governing the proportion of any minorities concerned in the workforce. In addition, the FUCHS PETROLUB Group respects the rights of its employees and undertakes to comply with all laws that prohibit discrimination and harassment at the workplace by reason of racial affiliation, skin color, religion, sex, nationality, sexual orientation, age, physical or mental condition, or marital status.

### *Violence and harassment at the workplace*

Violence at the workplace, including threats, threatening behavior, intimidation, physical attacks and similar behavior, will not be tolerated. Any form of sexual harassment, whether by demanding sexual favors or other unwanted sexual contacts, will not be tolerated either.

**Specific areas to be addressed:**

- Job advertisements and other recruiting efforts
- Applications
- Contracts of employment
- Avoiding risks of discrimination in internal processes (promotion, assessment of performance, transfers, further training, employee appraisal, etc.)
- Termination of employment
- Examination of guidelines and company agreements

Mannheim, October 2006

FUCHS PETROLUB AG

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