

# Management Guidelines

## Mitsubishi HiTec Paper Europe GmbH

February 1, 2019

Occupational health and safety are the highest priority. We make very sure we provide a safe working environment and watch out for the safe and health-conscious behaviour of the staff involved. We undertake to act as role models and to set a good example.

Maintaining established management systems is significant for the success of our company. We consistently apply the guidelines of the management systems and promote awareness for the observance/implementation of the prescribed processes on the part of our employees and the external staff.

We promote sustainable customer relationships.

We identify with the company goals of MPE and implement their decisions with loyalty.

We are permanently working on our own optimisation (Continuous Improvement Culture) while taking into consideration all known risks and potential opportunities. We are open to innovations and changes.

We make decisions independently in our areas of responsibility, and stands by those decisions.

We promote open communication and include the staff in decision-making.

The basis of our economic success is our understanding of the process and the sharing of knowledge.

We structure our own areas of responsibility and provide clear targets.

We respect each other within each site and across locations. Problems, including general ones, are solved together.

We deal with problems openly and communicate anomalies immediately.

We are committed to our work while taking our social responsibility into account and observing national and international legislation as well as all internal regulations.

By introducing our own ideas and suggestions we contribute to MPE's economic success.

We share with each other all information needed to carry out the relevant tasks. This also includes our willingness to be self-critical.