Secop strives to be the first choice for partners searching for leading-edge refrigeration solutions and premium customer experience.

Secop is committed to delivering advanced refrigeration compressors and controls, providing customers tailored sustainable solutions for light commercial, battery-driven, and special cooling applications.

# ETHICS HANDBOOK

SECOP















### PREMABLE

Working in a true global environment with different cultural backgrounds all employees at Secop are working jointly towards the same goals in our day-to-day business life. Therefore, we have to conduct our business activities and daily work according to the same ethical rules and guidelines.

Secop is committed to conducting business in an ethical and legal manner throughout the world. Secop's managers, employees, agents and representatives are expected to act in accordance with the highest ethical and legal standards in all aspects of their business activities. Secop also expects the suppliers, independent contractors and customers with whom we do business to adopt and to conform to similar values and standards.

This Ethics Handbook outlines the broad principles of ethical and legal conduct embraced by Secop to guide our managers' and employees' business related conduct. These principles are not intended to be a complete list of ethical and legal issues a manager or employee might face in the course of his/her business activities. Therefore, it is intended that these principles are to be applied using common sense and reasonable business judgement.

It is the responsibility of all Secop managers to ensure that their employees are familiar with this Ethics Handbook and understand its application to their conduct. In addition to that all Secop employees are responsible to strive to adhere to the principles and values of the Ethics Handbook.

Dr. Jan Ehlers CEO, Secop Group Flensburg, January 2022

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### OUR BEHAVIOUR

- $\rightarrow$  We build our business on trust.
- → We will be innovative and have ambitions to exceed expectations.
- ightarrow We will be global while respecting local cultures.
- → We treasure sustainable results.
- ightarrow We will face global challenges professionally.
- → Secop's Ethics Handbook all of us are ambassadors for Secop.
- → All employees are responsible for Secop's reputation.
- ightarrow Doing the right things.
- → We comply with legal requirements, internal guidelines and other Secop rules.



WHO HAS
RESPONSIBILITY FOR
ENSURING COMPLIANCE
WITH SECOP'S ETHICAL
GUIDELINES?

Everyone at Secop has the responsibility for ensuring that we live according to our behaviours and comply with our ethical guidelines. This applies to all employees who work for us.

In addition, managers in the individual business areas and departments have the responsibility for ensuring that our ethical guidelines are followed in practice.

Secop can terminate an employment contract or suspend an employee who disregards the regulations and ethical guidelines.

If you are in doubt as to whether you are acting in accordance with Secop's ethical guidelines and feel that the Ethics Handbook does not give a comprehensive answer, then you should take "The Ethics Test" below. If the answer to one or more of the questions is "yes (), you should refrain from doing it.

THE ETHICS TEST Ask yourself the following four questions:	
1. COMPLIANCE Will I be breaking any relevant rule or regulation?	<b>1</b>
2. OPENNESS Do I have a problem with others knowing this behaviour?	<b>1</b>
3. FAIRNESS  Could anyone regard this behaviour as dishonest or unfair?	<b>1</b>
4. LOYALTY Would this question my loyalty to Secop?	<b>1</b>

### Submit a report online to: secop.internal-reporting-channel.com

#### Mail information to:

Oliver Közle, Compliance Officer Secop Group Holding GmbH Lise-Meitner-Straße 29 24941 Flensburg Germany

### How are violations of local laws balanced against the conditions in the ethical guidelines?

All companies, departments and employees at Secop must work in accordance with the laws and agreements that apply to their organisation and for their employment in the countries where they operate. The ethical guidelines in the handbook must be complied with.

Secop offers the opportunity to take responsibility and report any breaches you become aware of. In such situations you should immediately contact your manager.

You also have the possibility to report any breaches or improper activities to the Secop Compliance Officer.



# SECOP AND THE HUMAN RIGHTS

Human rights remain one of the most challenging areas of corporate citizenship. As Secop comes to realize its legal, ethical and commercial need to address human rights issues within its own operations and activities, the company is confronted with a number of challenges.

#### WORK ENVIRONMENT

It is Secop's policy to have a healthy and safe work environment where employees can work without being injured or becoming ill. The work environment refers to all the conditions at the workplace that affect the employees' health, as well as the physical, chemical or psychological conditions. Efforts within this area are primarily preventive which would, for example, mean that Secop is cautious when using substances that could cause injury to people and the environment.

Therefore, the following applies:

- → You must be informed about safety at the workplace and keep yourself updated about safety.
- → You must follow the instructions you are given.
- ightarrow You must wear the protective gear that the work requires.
- → You must use the IT equipment and electronic communication means in an appropriate and compliant manner.
- → You must not subject yourself or others to unnecessary physical or psychological strain.
- → You must not participate in bullying, discrimination,

sexual harassment or other behaviour of this character. This also includes using language that could be perceived as offensive.

For managers the following also applies:

→ You must ensure that your employees are instructed in, and comply with, all environment and safety requirements.

#### DISCRIMINATION

Secop respects cultural differences and wishes to treat each individual with respect and dignity. We do not tolerate discrimination in the workplace and we will ensure that there is no discriminatory practice of its employees.

Our ethical guidelines consist of understanding of equality by prohibiting any distinction in the enjoyment of human rights on such grounds as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status.

Therefore, the following applies:

- ightarrow You must ensure that all individuals are treated equally and evaluated on their qualifications, efforts and results.
- → You must not consider gender, age, nationality, ethnicity, religion, sexual orientation, disability, etc. regarding employment, wage regulations, or career opportunities, further education, or staff cuts, except in situations where it concerns affirmative actions to ensure diversity in the workplace.

#### THE RIGHT TO PRIVACY

Rights protecting a person's privacy in matters relating to family, home, correspondence, reputation and honour and freedom of movement are all part of the Universal Declaration of the Human Rights.

We respect employees' right to privacy and therefore the following applies in connection with recruiting and employment:

- → You must only use absolutely necessary health tests of candidates, which are stipulated in legislation, or have the expressed approval of employees.
- → You shall not inquire about applicants' health, unless it is relevant for their work performance or safety, or necessary for complying with relevant legislation.
- → You must not ask an applicant about personal relations, political affiliation, sexual orientation, religion, or intimate questions regarding family circumstances including children, pregnancy, etc.
- → You must be cautious when registering employees' personal details. If there is a need for registering, then you should treat and store this information in a secure manner and in line with local legislation.
- → You must ensure that all employees can exercise their right to see the information collected on them.
- → If you employ agencies in connection with recruiting, you must inform all parties as to Secop's position on health testing and questions regarding employees' personal matters, including the registration and filing of personal information.

## HOW SECOP IS SUPPORTING AND RESPECTING THE HUMAN RIGHTS THROUGH ITS DAILY ACTIVITIES:

#### In the workplace:

- → by providing safe and healthy working conditions,
- → by ensuring non-discrimination in personnel practices,
- → by providing access to basic health, education and housing for the workers and their families, if these are not provided elsewhere, and
- → by making reasonable accommodations for all employees' religious observance and practices.

#### In the community:

- → by preventing the individuals, groups or communities from being forced to change their placement,
- → by working to protect the economic livelihood of local communities,
- → through a successful business which provides decent work, produces quality goods or services that improve lives, which contributes to sustainable development, including human rights.



## SECOP AND THE LABOUR STANDARDS

The labour principles of the UN Global Compact may be among the most specific of the initiative's ten principles, but that does not mean that they are the easiest to implement. Many companies face difficulties in knowing what is expected of them and what more can be done to uphold these principles.

Therefore, we ensure not only adopting standards and laws, but also respecting them. Secop is operating in the area of labour standards, that requires efficient, honest, and effective labour inspection and systems of justice.

### FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Freedom of association and the exercise of collective bargaining provide opportunities for constructive rather than confrontational dialogue. We believe that the guarantee of representation through a "voice at work" facilitates local responses to a globalized economy and serves as a basis for sustainable growth and secure investment returns.

According to the freedom of association Secop respects for the right of all employees and all workers to freely and voluntarily establish and join organizations of their own choice.

We will uphold employees' right to organise and acknowledge employees' right to collective bargaining, so that there can be open and constructive dialogue regarding working conditions.

Therefore, the following applies to managers:

- → In countries where employees, because of legislative reasons, do not have a free choice in choosing unions, or where establishing a system of unions is not possible, Secop will ensure that employees are able to meet with management to discuss working conditions.
- → Employees will be able to meet freely and discuss work – related issues.

### FORCED LABOUR AND WORKING HOURS

Forced or compulsory labour is any work or service that is extracted from any person under the menace of any penalty, and for which that person has not offered himself or herself voluntarily. Secop does not tolerate forced labour or work that can be described as involuntary and wishes to respect an employee's right to a healthy balance between working hours and leisure time. We believe that the labour should be freely given and employees should be free to leave in accordance with established rules.

#### Secop follows ILO\* conventions on this area:

→ All employees will have employment letters/ contracts or shall be covered by agreements, which specify employment conditions and termination terms so it is clearly evident that the employee is employed voluntarily.

- → Salary, including payment for overtime, must be in accordance with local legislation and local agreements.
- → There may not be deductions in basic salary in connection with disciplinary measures, except in cases where employees are willfully negligent of important working instructions, e.g. safety matters, in countries where written warnings have very limited consequences. Any basic salary deduction must not replace written warnings. Basic salary deductions must be in line with the policy of the local government.
- → To avoid workers being in debt bondage, Secop will only accept that a moderate rate is paid to agents, or employment bureaus, in connection with job placements.
- → The use of prison labour may be acceptable, provided that a number of conditions are met. It is essential that the inmates have voluntarily agreed to the employment and that the employment conditions, specifically wages and working conditions, are in accordance with regulations and resemble those that apply for other workers. Prison workers must be supervised by a public authority.

#### CHILD LABOUR

Children have the same human rights as adults. But by virtue of the fact that they are still growing and gaining knowledge and experience, we respect that they have some distinct rights as children. These rights include protection from economic exploitation and work that may be dangerous to their health, safety or morals and that may hinder their development or impede their access to education.

Child labour is a form of exploitation that is a violation of human rights, and it is recognized and defined by international instruments. Secop respects a child's right to development and an education and is working against child labour.

Secop follows ILO conventions that stipulate that juveniles, between the ages of 15 and 18, can be employed under the following conditions:

- → Juveniles must be over the local minimum age for employment.
- → Juveniles must be over the local age for completing compulsory school.
- → Juveniles must not perform dangerous work.
- → Juveniles must not work at night.
- → Juveniles must have more work breaks than employees over 18 years of age.
- → Secop also follows local policies regarding Child labour and Juveniles.

In extraordinary situations, juveniles of 14 years of age may be employed if the local circumstances imply that the child receives the best protection and development by having employment, which also enables the child access to an education

<sup>\*</sup>ILO is the International Labour Organisation and is UN's international labour organisation that sets up agreements between three parties: Employers, employees and governments. The broad consensus, which is agreed, gives the ILO concentions international recognition.



## SECOP AND THE ENVIRONMENT

The environmental principles of the UN Global Compact provide an entry point for Secop to address the key environmental challenges. In particular, the principles direct activities to areas such as research, innovation, co-operation, education, and self – regulation that can positively address the significant environmental degradation, and damage to the planet's life support systems, brought by human activity.

#### PRECAUTIONARY APPROACH

The key element of a precautionary approach, from a business perspective, is the idea of prevention rather than cure. According to a support of precautionary approach to environmental challenges, Secop is considering the following:

- → While it is true that preventing environmental damage entails both opportunity — and implementation — costs, remediation environmental harm after it has occurred can cost much more, e.g. for treatment costs, or in terms of company image.
- → Investing in sustainable production methods results in a higher, long-term return than investing in not sustainable operations (i.e. that deplete resources and degrade the environment). In turn, improving environmental performance means less financial risk, an important consideration for our stakeholders (i.e. investors, business partners, insurers and our employees).

→ Research and development related to more environmentally friendly products can have significant long-term benefits.

#### ENVIRONMENTAL RESPONSIBILITY

We have the responsibility to ensure that activities on our own yard should not cause harm to the environment of our neighbours. Society also expects business to be good neighbours. Secop gains its legitimacy through meeting the needs of society, and increasingly society is expressing a clear need for more environmentally sustainable practices.

Steps that we take to promote environmental responsibility are the following:

- → Continuously review company vision, policies and strategies to proceed with sustainable development, economic prosperity, environmental quality and social equity.
- → Work with suppliers to improve environmental performance, extending responsibility up the product chain and down the supply chain.
- → Adopt voluntary charters, codes of conduct or practice internally as well as through sectorial and international initiatives to confirm acceptable behaviour and performance.
- → Measure, track and communicate progress in incorporating sustainability principles into business practices, including reporting against global operating standards.

### ENVIRONMENTALLY FRIENDLY TECHNOLOGIES

The environmentally friendly technologies should protect the environment, are less polluting, use all resources in a more sustainable manner, recycle more of their wastes and products and handle residual wastes in a more acceptable manner than the technologies for which they were substitutes. We prefer a variety of cleaner production process and pollution prevention technologies as well as end-of-pipe and monitoring technologies. Moreover, they can be considered comprehensive systems including know-how, procedures, goods and services and equipment as well as organizational and managerial procedures.

The key benefits of environmentally friendly technologies are the following:

- → Implementing environmentally friendly technologies helps a company reduce the use of raw materials leading to increased efficiency.
- → Technology innovation creates new business opportunities and helps increase the overall competitiveness of the company.
- → Technologies that use materials more efficiently and cleanly can be applied to most companies with long-term economic and environmental benefits.

#### LOCAL ENGAGEMENT

It is important for Secop to have a good relationship with the local communities in which we operate. We show respect for the local culture and legislation, while at the same time acting in accordance with our own values and guidelines. In some countries Secop is a prominent company in the local community and has importance for the people who work and live there.

Therefore, the following applies:

- → All managers must ensure that our products are produced under proper social and environmental conditions and that business is done in accordance with applicable law and Secop's values and quidelines.
- → Secop promotes an open and transparent relationship with the communities where we operate, therefore, all managers must engage in dialogue with relevant stakeholders in order to ensure that Secop has knowledge about their expectations.



# SECOP AND THE ANTI-CORRUPTION

#### HOW TO DEFINE CORRUPTION:

In the context of private businesses, corruption can be defined as "wrongdoing on the part of an authority or powerful party through means that are illegitimate, immoral, or incompatible with ethical standards".

Transparency International's definition of corruption is "the abuse of entrusted power for private gain". This can mean not only financial gain but also non-financial advantages. It can come in various forms and a wide array of illicit behavior, such as bribery, extortion, fraud, nepotism, graft, speed money, pilferage, theft, embezzlement, falsification of records, kickbacks, influence peddling, and campaign contributions.

Corruption is recognized to be one of the world's greatest challenges. It is a major hindrance to sustainable development, with a disproportionate impact on poor communities and is corrosive on the very fabric of society. Corruption and all its forms have played a major part in undermining the world's social, economic and environmental development. It has led to environmental mismanagement, undermining labour standards and has restricted access to basic human rights. It distorts competition and creates gross inefficiencies in both the public and private sectors.

Corrupt practices also accompany and facilitate drug dealing and organized crime. Money laundering and illicit international money transfers are used as support mechanisms for international terrorism.

Secop has a vested interest in social stability and in the economic growth of local communities. We do not tolerate corruption and all its forms. The majority of these actions are illegal and it could result in very serious consequences for the company and the individual employee. Therefore, the following applies:

- → You must not engage in, nor contribute to, any form of activity, which can be characterised as corruption.
- → It shall be ensured that third parties must not participate in, nor contribute to, any activity that can be characterised as corruption.
- → If you are in doubt as to whether something is right or wrong, then you are obliged to discuss the matter with your manager.
- → If you are involved in, or contribute to, any form of bribery, it will lead to termination of your employment and could also result in criminal prosecution against you.
- → You must reject any demand for payment that does not correspond with the service that Secop's contracting party is required to deliver.
- → You must not enter into any special agreement with any public official, customer or supplier in advance of any decision regarding purchase orders.
- → You must ensure that import invoice prices reflect the full value of imported goods and that the prices cover all costs.
- → You must not pay facilitation fees

Therefore, you must avoid:

- → Requests for cash payments or large cash amounts/cheques that are made out on behalf of a customer or an unknown third party.
- → Transactions where someone does not provide the required documentation.
- → Transactions which involve countries or areas that have a reputation for money laundering or are known as tax havens.
- → Deviations from norms such as insufficient, suspicious or false payment information.

#### GIFTS AND DONATIONS

Secop operates in many countries, where cultures and customs vary considerably from country to country. The line between what is considered appropriate and not appropriate can be very fine.

Large gifts can be perceived as an attempt to obtain an undue advantage or influence a decision. We are confident that our employees will use common sense and judgement when they give or receive gifts and entertainment, and never provide gifts with the purpose of obtaining a competitive advantage.

Secop wishes to contribute positively to the local community. Donations and sponsorships may be possible only when it is deemed relevant by local management. All employees must ensure that

donations or sponsorships do not give Secop an undue advantage, and that they cannot be perceived as a cover for bribery.

Therefore, the following applies:

- → You must only receive or provide gifts or business entertainment if this is of an appropriate size and does not bind Secop either morally or legally.
- → You must not give or receive gifts in the form of money or loans from business partners.
- → You must not exert undue influence on customer decisions, e.g. by offering or accepting to pay for prostitutes.
- → You must not participate in suppliers' social arrangements in periods leading up to supplier selection or price negotiations, for example, tenders, and proposals.

You must therefore check if:

- → There is a match between business partners and the receivers of donations.
- → The receiving organisation has a purpose or a reputation that conflicts with Secop's values or interests.
- → Stakeholders have been involved in expressing a real need for a donation or sponsorship.

Whenever unsafe what 'appropriate' means liaise with your manager or the Secop Compliance Officer.



# SECOP AND THE SUPPLIERS

#### FAIR COMPETITION

Competition laws forbid all forms of agreements or concerted practices with competitors regarding price, allocation of markets and customers, misuse of a dominant market position or other situations where free competition is obstructed or limited.

Therefore, the following applies:

- → You must not enter into any agreement or concerted practice with competitors, which in any way could result in something which would resemble an unlawful agreement.
- → You must not abuse a dominant position Secop holds in a relevant market.
- $\rightarrow$  You should be especially aware of NOT:
- → Putting yourself in a situation that could lead others to think that you engage in any kind of scheme with competitors.
- → Exchanging any sensitive business information (e.g. prices, price increases, rebates, etc.) with any competitor or representative of a competitor.

#### INFORMATION ABOUT COMPETITORS

Information about our competitors is important for Secop but must always be gathered in an ethical and justifiable manner, and in accordance with the laws and regulations, which protect companies and personal intellectual rights. Therefore, the following applies:

- → You must only gather information about our competitors from lawful sources and not from competitors.
- → You must not receive or use confidential information, which legitimately belongs to others.

#### PRODUCT SAFETY

Product safety and product quality is essential when it comes to having trust in Secop and our products. We must ensure that at all times products fulfil Secop's specifications and relevant legal requirements concerning labelling, product safety and recycling.

#### **PRODUCTION**

Economic growth based on socially and environmentally responsible decisions is the way to create long-term sustainable results. Therefore, Secop takes environmental, social and economic issues into consideration when establishing sales and production globally. If production, production processes or product development are established, or are relocated, we will ensure that this takes place in an environmentally and socially responsible manner, with the necessary consideration for the employees that are affected by these changes.

Therefore, the following applies:

→ Secop strives to maintain the same environmental standard when relocating production.

## THIRD PARTIES (AGENTS, CONSULTANTS, DISTRIBUTORS AND JOINT VENTURE PARTNERS)

Secop uses distributors, agents and consultants in a number of countries, which is normal business practice. These third parties can be a part of the "grey area" regarding bribery and corruption and they could make Secop responsible for any violation of applicable legislation.

Therefore, the following applies if you collaborate with third parties that provide services to Secop:

- → You must investigate any new third party's name and reputation, in order to make sure that they do not have interests which conflict with those of Secop.
- → You must at all times ensure that all businessrelated transactions are documented and can be traced so that Secop can fulfil its information obligations to any relevant authority.

- → You must ensure that all third party payments/ compensation reflect the service rendered under the contract and that the contract with the third party clearly and specifically defines the extent, the nature and price for the services.
- → Payment/compensation can exceed market levels, but only if the purpose of the excess payment/ compensation is stated in the contract and there is a justifiable reason for the excess payment/ compensation.
- → You must not permit payment in cash or as "split commission" where part of the payment is paid out in a country other than the country where the third party has its place of business.

All business areas must implement the abovementioned rules in their business practices and must ensure that the rules are incorporated into standard contracts with agents, consultants and distributors. Secop has the right to terminate contracts with immediate effect, if a third party is involved in bribery, corruption or illicit actions.

# OUR IDENTITY AT SECOP

#### At Secop we have clear strategic pillars:



#### VISION

Secop strives to be the first choice for partners searching for leading-edge refrigeration solutions and premium customer experience.



#### MISSION

Secop is committed to deliver advanced refrigeration compressors and controls, providing customers tailored sustainable solutions for light-commercial, battery-driven, and special cooling applications.



#### **VALUES**

Secop teams are committed to work with team spirit, act with integrity, delivery high quality and perform with passion.

# AMBASSADOR FOR SECOP

Secop encourages open dialogue and honest feedback between managers and employees and wants the truth to be spoken internally as well as externally. Employees and managers are expected to act with respect, honesty and fairness and we expect the same attitude in interactions between colleagues.

Creating financial results in an ethical manner builds trust and gives license to operate. Secop's name should be associated with sustainable practices, such as respect for human rights, acceptable working conditions, and social and environmental considerations. We strive for continuous improvement in all aspects of the production of our products and services for the benefit of our customers, stakeholders and the environment.



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# UN GLOBAL COMPACT

Since 2011 Secop has been committed to the UN Global Compact corporate responsibility initiative and its principles in the areas of human rights, labor, the environment and anti-corruption.

### How is the Ethics Handbook related to the UN Global Compact?

Secop has joined the UN Global Compact – a strategic policy initiative for businesses that are committed to aligning their operations and strategies with 10 universally accepted principles in the area of human rights, labour,

environment and anti – corruption. They are incorporated in the Ethics Handbook which includes ethical guidelines for all employees at Secop as well as in its policy for social responsibility.

The Handbook has been developed as a reference guide. In the contents section, you can find the subject you are looking for. The issues are grouped and listed underneath five main headings: Secop and the Human Rights, Secop and the Labour standards, Secop and the Environment, Secop and the Anti – Corruption and Secop and the Suppliers.

#### **HUMAN RIGHTS**

Principle 1	Businesses should support and respect the protection
	of internationally proclaimed human rights, and

Principle 2 make sure that they are not complicit in human rights abuses.

#### **LABOUR**



OUR	
ciple 3	Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
ciple 4	The elimination of all forms of forced and compulsory labour;
ciple 5	The effective abolition of child labour; and
ciple 6	The elimination of discrimination in respect of employment and occupation

#### **ENVIRONMENT**

Principle 9



Principle 7	Businesses should support a precautionary approach
	to environmental challenges:
Principle 8	Undertake initiatives to promote greater environmenta

responsibility; and

Encourage the development and diffusion of environmentally

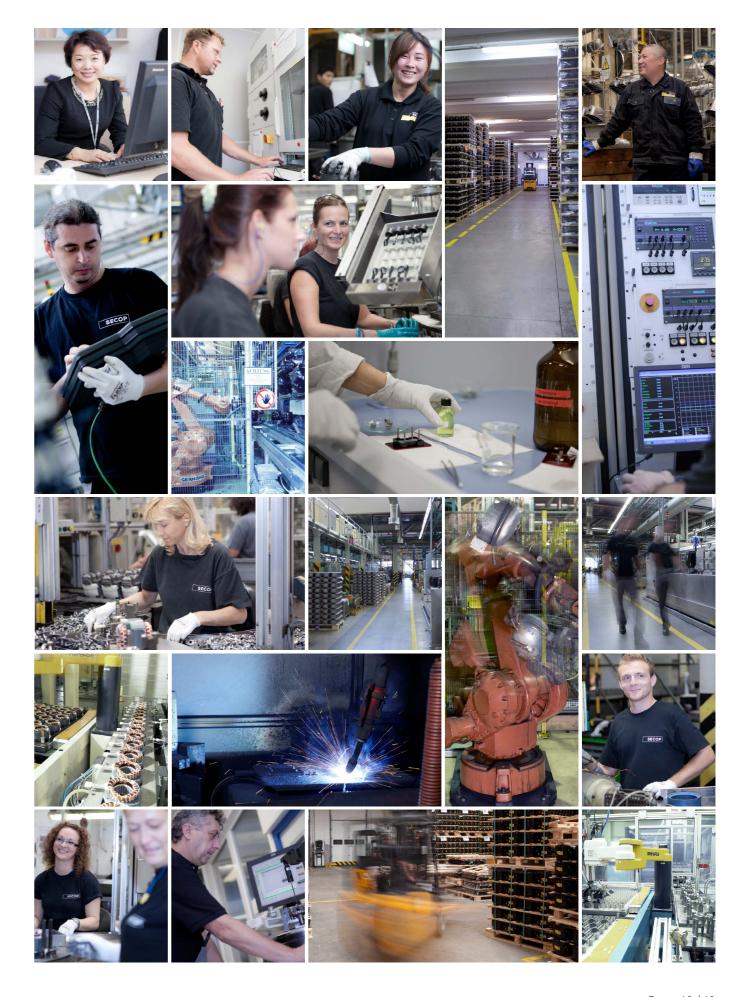
friendly technologies.



#### ANTI-CORRUPTION

Principle 10 Businesses should work against corruption in all its forms,

including extortion and bribery.



### SECOP GROUP:

SECCE

Germany, Slovakia, China, US, and

R&D engineers and technicians

patents globally

countries with customer support

#### **WE SUPPORT**



to the UN Global

**AROUND THE** WORLD



Secop is the expert for advanced hermetic compressor technologies and cooling solutions in commercial refrigeration. We develop high performance stationary and mobile cooling solutions for leading international commercial refrigeration manufacturers and are the first choice when it comes to leading hermetic compressors and electronic controls for refrigeration solutions for light commercial and DC-powered applications.

Secop has a long track record of successful projects to adopt energy efficient and green refrigerants that feature innovative solutions for both compressors and control electronics.



Flensburg: Sales and R&D



Turin: Sales



Gleisdorf: R&D



Zlaté Moravce: R&D, Logistics and Manufacturing



Tianjin: Sales, R&D, Logistics and Manufacturing



Atlanta: Sales, R&D and Logistics





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