

## **Corporate Policy**

REISS Büromöbel GmbH

As of 03.03.2025

REISS Büromöbel GmbH is a manufacturer of office furniture “Made in Germany”. With passion, professionalism and a high level of manufacturing expertise, we develop and produce solutions to meet the workplace requirements of today and the future. Our goal is to create perspectives for people, work and life with innovative products and sustainable quality.

We are driven by the values that our company founder Robert Reiss formulated over 100 years ago – new ideas, the highest quality and the well-being of the customer. We constantly rethink the working world and design and produce high-quality office furniture systems for workspaces in which people can develop their full potential and achieve their goals, in the office and at home.

Sustainability is the top priority for our business activities. Securing good jobs and social commitment in a structurally weak region as well as the protection and care of our living and working environment are integral aspects of our corporate philosophy.

### **Quality**

For us, sustainable quality means developing products that provide the greatest possible customer benefit, using materials from renewable raw materials or from sustainable production, producing and supplying in a resource-saving way, and ensuring that the products are highly recyclable.

For us, it also means offering products that are durable and can be flexibly adapted to the needs of the user. We are therefore committed to providing original spare parts or parts with equivalent functionality for a period of 10 years after a product or series has been discontinued.

The products are continuously developed and optimised through a continuous improvement process. The delivery quality of our products is ensured by quality assurance concepts in our two production plants.

For us, quality also means that the design of our furniture and the materials used guarantee safe use in compliance with normative and customer-specific requirements throughout the entire service life. In this regard, we also rely on GS certification for our products in order to document compliance with standardised and safety-related requirements through external certifications.

The certification according to RAL-UZ 38 guarantees that our furniture is low in emissions and pollutants and that no health risks arise during use. Certification according to Quality Office also confirms that REISS products have a high level of ergonomics, safety and functionality.

The REISS quality management system is certified according to DIN ISO 9001.

## **Environment**

For us, sustainable environmental management is as much a management task as it is the personal responsibility of each individual employee. All employees contribute to the observance and development of the corporate environmental protection. This also applies to the cooperation with our customers, suppliers, specialised trade and logistics partners. We are in a continuous exchange in order to design and improve all processes in a sustainable environmentally friendly way.

In product development, we focus on sustainable utility value as well as energy-saving and resource-saving manufacturing processes. At the same time, we continuously observe and evaluate all related processes for potential hazardous situations, implement measures to prevent damage and derive emergency plans in the event of an accident.

We are committed to continuously improving our environmental performance, including increasing energy efficiency and ongoing energy savings. In procurement, we prioritise raw materials, products and services that contribute to improving our environmental and energy-related performance. To achieve this, relevant information and data is collected, documented and analysed, environmental and energy targets are defined and measures are derived and implemented.

The REISS environmental management system is certified according to DIN EN ISO 14001 and EMAS. The environmental performance is documented and published in an environmental statement. We only use wood from sustainable forest management and are certified according to PEFC (COC).

## **Employees**

Our employees distinguish us as a company. They ensure the quality of all organisational and production processes and the satisfaction of our customers.

The health and safety of our employees are particularly important to us. Understanding their needs and addressing issues such as personal development, appreciative and prompt communication, and flexibility in workplace design in a timely manner are of special importance to us. We ensure healthy working conditions and regularly evaluate workplaces, work equipment, tools and auxiliary materials according to the current state of the art and adapt them where there is potential for improvement.

We offer our employees individualised measures and services to preventively maintain or improve their health. In addition, we rely on smart software solutions that enable employees to work from home and thus help create a good work-life balance.

We attach great importance to involvement and participation. All employees are encouraged to openly contribute ideas, suggestions and constructive criticism. In this way, they contribute to the improvement of processes or products and services and thus support the positive development of the company.

## **Compliance**

We are committed to the internationally applicable human rights regulations (ILO), such as fair wages, safe and healthy working conditions and restrictions on working hours. Respect for human rights, as formulated and laid down in the German Basic Law and the United Nations Universal Declaration of Human Rights (UN), is a matter of course for us. We do not tolerate or accept any form of child, forced or compulsory labour.

Furthermore, we reject bribery and corruption in any form and support fair and undistorted competition.

We comply with legal regulations and fulfil normative quality, health and environmental standards, e.g. in accordance with ISO and EMAS, and are constantly developing our quality and environmental performance as part of the integrated management system and the continuous improvement system. In addition, we have established rules and standards in company agreements and our compliance guidelines that go beyond legal requirements, which are binding for our employees and serve as a guideline when choosing our business partners.

Customers, suppliers and service providers are integrated into our management system and contractual partners are encouraged to act responsibly within the framework of contractual agreements. When it comes to procurement, preference is given to service providers and suppliers with existing management systems.

## **Society**

As a major employer in the region, we take responsibility not only for our employees, but also for the people who live here. REISS has been firmly rooted in Bad Liebenwerda since the company was founded and is committed to education, sport and cultural and social programmes in the spa town and beyond.

In our economic cooperation with a non-profit institution for adult people who, due to the nature and severity of their cognitive or physical impairment, cannot be employed on the general labour market, we also support the social integration and vocational rehabilitation of these people.

Diversity is important to us. Equal rights and equal treatment are the basis for our actions. We do not accept discrimination or privilege on the basis of origin, nationality, religion, sexual identity, gender, age or physical or mental disability. We expect all employees, suppliers and customers to comply with these ethical principles.

Hans- Ulrich Weishaupt  
Managing Director

Andreas Käs  
Managing Director