Manual
Integrated management system

This manual describes Walter's integrated management system and is effective immediately. It is binding for all employees working in areas where the systems are in use.

<table>
<thead>
<tr>
<th>Area of application</th>
<th>Type</th>
<th>ISO 9001</th>
<th>ISO 14001</th>
<th>ISO 45001</th>
<th>ISO 50001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walter AG, Tübingen, Germany HQ</td>
<td>HQ, SU, PU</td>
<td>● / ●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Werner Schmitt PKD Werkzeuge GmbH, Niefern, Germany</td>
<td>SU, PU</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Walter Wuxi Co. Ltd., Wuxi, V.R. China</td>
<td>SU, PU</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Walter AG, Münsingen, Germany</td>
<td>PU</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Walter Titex - Günther &amp; Co, Frankfurt a.M., Germany</td>
<td>PU</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Walter Prototyp-Werke GmbH, Zell a.H., Germany</td>
<td>PU</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Walter Titex - Gunther Tools, Soultz-sous-Forêts, France</td>
<td>PU</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Walter Deutschland GmbH, Frankfurt a.M., Germany</td>
<td>SU</td>
<td>● / ●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Walter USA, LLC, Pewaukee/WI, USA</td>
<td>SU</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Walter Italia, S.R.L., Cadorago, Italy</td>
<td>SU</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Walter Tools India Pvt. Ltd., Pune, India</td>
<td>SU</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Walter Polska sp.z.o.o., Warschau, Poland</td>
<td>SU</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Walter France, Soultz-sous-Forêts, France</td>
<td>SU</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Walter GB LTD., Bromsgrove, Great Britain</td>
<td>SU</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Walter CZ. s.r.o., Kurim, Czech Republic</td>
<td>SU</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
</tbody>
</table>

HQ = Headquarters, SU = Sales Unit, PU = Production Unit
ENGINEERING KOMPETENZ

It is our brand promise to deliver the highest standards in the machining industry. This includes offering a wide range of highly productive precision tools as well as a comprehensive range of consultancy and other services to support our customers along the entire process chain. In all this, we are constantly working to increase the efficiency of their production processes – through digitalization, for example.

With our four competence brands, **Walter, Walter Titex, Walter Prototyp** and **Walter Multiply**, we are a partner for our customers, and more than just a supplier. This range of services means that we are comprehensively attuned to the requirements of our target markets regarding all planning, purchasing and disposal processes, as well as cultivated supplier relationships.

Walter was founded in 1919 and is now one of the world’s leading metalworking companies. As a provider of specialized machining solutions, Walter offers a wide range of precision tools for milling, turning, drilling and threading applications. Walter works together with its customers to develop customized machining component solutions for use in the aviation and aerospace industries, as well as automotive, energy, and general engineering. Demonstrating its Engineering Kompetenz at every stage of the machining process, Walter is an innovative partner capable of creating digital process solutions for optimal efficiency. With around 3500 employees worldwide, together with its numerous subsidiaries and sales partners, Walter serves customers in over 80 different countries.

---

Richard Harris  
President

Gerhard Schüßler  
Director Quality & Risk Management
TABLE OF CONTENTS

1 ORGANISATION ............................................................................................................................................... 3
   1.1 HIERARCHICAL FUNCTIONS .................................................................................................................. 3

2 CORPORATE POLICY ..................................................................................................................................... 4
   2.1 WE STAND FOR ENGINEERING KOMPETENZ ......................................................................................... 4
   2.2 WE AIM TO ACHIEVE THE HIGHEST OCCUPATIONAL HEALTH AND SAFETY STANDARDS ............ 4
   2.3 WE CREATE VALUE FOR OUR SHAREHOLDERS ................................................................................. 4
   2.4 WE ARE ONLY AS GOOD AS OUR EMPLOYEES ................................................................................. 4
   2.5 WE ARE FAIR PARTNERS ...................................................................................................................... 4
   2.6 WE ARE PART OF OUR ENVIRONMENT ............................................................................................... 4

3 OUR CORE VALUES ........................................................................................................................................ 5

4 PROCESS-ORIENTED AND CONTINUOUSLY IMPROVING ........................................................................ 6
   4.1 INTEGRATED MANAGEMENT SYSTEM ................................................................................................. 6
   4.2 STRUCTURE OF THE MANAGEMENT SYSTEM ..................................................................................... 6
   4.3 PROCESS LANDSCAPE .......................................................................................................................... 7
      4.3.1 MANAGEMENT PROCESSES ......................................................................................................... 7
      4.3.2 BUSINESS PROCESSES ................................................................................................................. 7
      4.3.3 SUPPORT PROCESSES .................................................................................................................. 7

5 DOCUMENT STRUCTURE ............................................................................................................................... 8
1 ORGANISATION

1.1 HIERARCHICAL FUNCTIONS
Walter's headquarters are located in Tübingen, Germany. The Walter Group is headed by the Walter Management Team, consisting of a President and 8 Vice Presidents.

Detailed descriptions of the organizational structures for the relevant markets are available to all employees on the Intranet in the form of organigrams.
2 CORPORATE POLICY
Our corporate policy is based on our Code of Conduct.

2.1 WE STAND FOR ENGINEERING KOMPETENZ
"Engineering Kompetenz" – this is our brand promise and our vision. We look beyond machining tools and focus also on the machining processes of our customers. The problem-solving expertise required to do this is based on strong innovation and customer focus. In addition to high precision and quality, Walter offers value-added services along our customers’ entire process chain.

As a partner for highly efficient, digitalised process solutions, we increase our customers productivity when finding, buying or using Walter tools.

Our teams strive every day to continuously improve products and processes. For Walter, this means employing a zero-defect strategy, which we ensure through awareness of potential risks and preventive measures.

2.2 WE AIM TO ACHIEVE THE HIGHEST OCCUPATIONAL HEALTH AND SAFETY STANDARDS
Protecting the health and safety of our employees is our top priority. Walter ensures a healthy and safe working environment to prevent work-related injuries and illnesses. For Walter, besides fulfilling legal and other requirements, continually evaluating processes and workflows is a matter of course. Corrective action is taken whenever hazards are identified. The employees are consciously involved in all decisions relating to occupational health and safety.

2.3 WE CREATE VALUE FOR OUR SHAREHOLDERS
We deal with the capital entrusted to us in a responsible manner and generate a dividend as interest.

2.4 WE ARE ONLY AS GOOD AS OUR EMPLOYEES
We manage our employees by means of target agreements and frequent performance dialogs.. This way, we encourage an empowered way of working and expect that our employees take personal responsibility. We develop skills at all levels, in all processes and all countries. We support team spirit and promote cross-boundary and cross-process collaboration. We place a high value on the personal development that is important for business success. We promote this through professional further training and investing in the skills of our employees.

2.5 WE ARE FAIR PARTNERS
We are fair with all employees, customers, suppliers and competitors, and we maintain long-term business relationships.

2.6 WE ARE PART OF OUR ENVIRONMENT
We consider lasting protection of the environment and sustainability to be essential in all business processes. We contribute towards the sustainable conservation of our environment. In the development and manufacture of our products, we assess the effects on the environment and reduce specific energy consumption short and long term. For this reason, considering commercial aspects, we make use of the best technology available to use energy, water and other resources as sparingly as possible. We regard the legal framework conditions as an absolute minimum requirement. Open dialogue with authorities, residents and media is another essential contribution to sustainable environmental protection.
3 OUR CORE VALUES

**Customer orientation**
We constantly strive to exceed our customers’ expectations and enable them to excel in their business.

**Innovation**
We shape the future by creating pioneering solutions throughout our operations.

**Fair play**
We conduct business in a sustainable and responsible manner.

**Passion to win**
We pursue and enjoy taking the lead.
4 PROCESS-ORIENTATION AND CONTINUOUS IMPROVEMENT

4.1 INTEGRATED MANAGEMENT SYSTEM

Our integrated management system is based on the following standards:

- **DIN EN ISO 9001:2015** Quality management systems
- **VDA 6.4:2017** Production equipment for the automotive industry
- **DIN EN ISO 14001:2015** Environmental management systems
- **DIN EN ISO 45001:2018** Occupational health and safety management systems
- **DIN EN ISO 50001:2018** Energy management systems

These systems are used for continuous improvement processes (CIP) so that we can respond efficiently to the demands of interested parties. Our integrated management system ensures that processes within our organisation flow in a well-structured manner. The financial and structural requirements for this are met.

All relevant procedures and system-relevant information are documented in our process landscape. These documents are available to our employees at any time. They are also communicated in meetings, via notices and via digital media such as video conferences or the intranet. Relevant legal obligations and other requirements are taken into consideration in all processes and procedures. Tasks, expertise and responsibility are managed. The system ensures that the employees and their representatives are included in all relevant decision-making processes. Even at the planning and development stage, environmentally friendly production processes and products are favoured to prevent or reduce waste, waste water and emissions. Our processes aim to make economical use of the required raw, auxiliary and operating materials. The recycling of worn products and the environmentally friendly disposal of waste are also main priorities.

To continuously improve our sustainability and energy efficiency in particular, we regularly collect consumption data and have developed a programme to promote efficiency so that our energy consumption is reduced sustainably.

The company is exposed to many risks. Walter attempts to identify these risks in good time and to take preventive action in a responsible manner. Risks are identified, recorded and evaluated for their potential effects on a regular basis. Necessary measures to prevent or minimise these risks are implemented.

4.2 STRUCTURE OF THE MANAGEMENT SYSTEM

In all management systems, the organisation acts according to the PDCA model (Plan-Do-Check-Act). The processes are monitored using key data, audits, inspections, regular meetings, etc. and the results are presented to company management regularly. Interested parties are an integral part of our processes. Their requirements are regularly ascertained and incorporated in our processes.
4.3 PROCESS LANDSCAPE

Walter has subdivided its processes into management, main and support processes. These are visualised in a process landscape.

Fig. Process Landscape

4.3.1 MANAGEMENT PROCESSES

Management processes serve to direct the strategic orientation of Walter and form its structural framework. They include strategic corporate and personnel planning, financial management and controlling, risk management (incl. audits) and management reviews.

4.3.2 BUSINESS PROCESSES

Business processes describe value-adding workflows. They represent our key areas of expertise and are intended to ensure that our company is successful and that we achieve our objectives.

4.3.3 SUPPORT PROCESSES

These processes serve to support the management and business processes to ensure optimum workflows. They contain procedures for measuring, monitoring and continually improving the integrated management system and processes, as well as products and services.
5 DOCUMENT STRUCTURE

The management system manual and all relevant documents are available on the Walter intranet. They are to be regarded as requirements and are binding. The documents released on the intranet are managed using the integrated management system. Print-outs of these documents are for information and work purposes. Further details are contained in the process sequence.

- Control of documented information – QOP-QP00-01

Other internal and external documents such as directives, codes and standards are managed and reviewed to ensure that they are up to date and distributed to the appropriate persons responsible. Records are to be regarded as verification documents, and are for analysis, assessment and continuous improvement of products and processes. These are also managed. Archiving of relevant documents and records is fixed.