

ORAFOL

**A STRONG PRESENCE IN BRANDENBURG –
AND AROUND THE WORLD.**



MANAGEMENT GUIDELINES

“At ORAFOL, we develop innovative solutions that are used on every continent on earth. Our aspiration is to be at the very forefront of our industry.”

Dr. Holger Loclair

Our management guidelines govern our understanding of management at ORAFOL and the tasks it involves. Taking our values as a basis, the guidelines describe what we expect from our management staff and define how we understand collaboration and leadership. Thus, they serve both as guidance and as an obligation for us. They connect all the management team at ORAFOL – across locations, departments and roles.

STRENGTH ENSURES SUCCESS

ORAFOL is a family business with a track record characterized by strong growth and major commercial success. Thanks to smart strategic decisions, the company has managed to position itself among the global market leaders.

As a manager, I show strength by aligning my actions with the company's objectives and by clearly conveying goals to my team. I make timely and clear decisions, and ensure that these decisions are consistently implemented.

I make such decisions with transparency, involving experts from my team and actively explaining the reasons for the path I have set. I am responsible for ensuring that the people in my department know our targets, tasks and projects. Our delegation rules also define responsibilities in times of absences.

In my role as a manager, I demonstrate loyalty and ensure that my staff feel protected and secure.

Loyalty means a sense of sincerity towards and internal connection to the company and its values. In this regard, I strengthen our team spirit by standing up for my staff and seeing myself as part of the team. I provide clear, regular and fair communication, I make myself available to ensure reliable coordination and I provide guidance through reviews of targets and results.

As a manager, I take responsibility not just for others, but also for myself.

I ensure and safeguard my own position of strength by handling my own resources and the resources entrusted to me responsibly.

APPRECIATION SHAPES COLLABORATION

ORAFOL is a family company that values partnership – both internally and externally. Our dealings are shaped by appreciation and respect. This is demonstrated by our long-term customer and employee relationships.

As a manager, I formulate clear and transparent targets, recognize performance and appreciate success.

I provide guidance, and utilize and develop the knowledge and expertise of my staff in the best way possible. In doing so, I emphasize and appreciate the contribution made by every single member of staff. I measure my own performance and the performance of the team based on visible results.

As a manager, I treat my employees with esteem and respect, and communicate based on facts with a spirit of appreciation, even in conflict situations.

I maintain a regular exchange with my staff. I actively try to learn from them and find out what moves them. I provide feedback promptly.

As a manager, I always treat my colleagues and staff with fairness and respect.

In conflict situations, my goal is to work with everyone involved to find a solution as quickly as possible. This is the only way to ensure that we can further strengthen our ties and practice appreciative collaboration.

CLOSENESS CREATES TRUST

The culture at ORAFOL is shaped by values. Like a family, everyone has their place and does their best to contribute to the success of ORAFOL.

As a manager, I foster a spirit of closeness and cross-departmental collaboration through the regular and active exchange of relevant information, which creates trust.

I also keep the interests of other teams in mind in my communications. I collaborate across teams and departments, wherever it is practical and possible to do so. For commitment and clarity in my department or in my team, I have various communication formats at my disposal.

As a manager, I ensure that the interests of the individual are in keeping with those of the team and company.

To ensure that I do so, I am approachable, I listen and I maintain an active and open exchange with colleagues and employees. This is the only way to create and strengthen trust.

As a manager, I convey visions and highlight prospects.

Motivated staff want to shape the future. I provide impetus for their professional and personal development and create loyalty and prospects at ORAFOL. That helps us maintain a strong position – in Brandenburg and the world.

ORAFOL EUROPE GmbH

Orafolstraße 1
16515 Oranienburg, Germany
Phone: +49 3301 864-0
WWW.ORAFOL.COM

