

## Code of Conduct

### Preface:

The main principles of the company include compliance with the law in our business activities as well as social responsibility towards employees, business partners, society and the environment.

This Code of Conduct serves as a binding guideline for our decisions and the actions of our employees. It is binding for all employees of our company and applies worldwide in the business environment, in dealing with the public but also for the daily interaction within our company.

All employees are required to comply with the applicable regulations in their work environment for their area of activity and to observe the principles of conduct and to act responsibly, carefully, with integrity and fairness for themselves as well as on behalf of our company.

### 1. Basic guidelines

- a. Compliance with the applicable laws and regulations is a matter, of course, for our company. Our employees are required to always comply with the statutory rules and regulations applicable to their area of activity.
- b. Our company particularly observes national and international laws that regulate the import, export or domestic trade of goods, technologies or services as well as the handling of certain products and capital and payment transactions. Our company also complies with national and international embargo and export control regulations.
- c. In our company, any form of bribery and corruption is prohibited, be it by public officials or in business dealings. Our employees are prohibited from asking for money or valuables in return for the purchase of products or other services, or from being promised or accepted. Any material or insubstantial donation to employees or agents of a business operation in return for preferential treatment in business dealings is prohibited.
- d. Our company is committed to ethical, fair and open competition. It is forbidden for our employees to make agreements that influence the competition in an inadmissible way. Laws for the protection of competition in the respective countries are to be observed and guaranteed by all employees of our company.

### 2. Handling of information and intellectual property

- a. Our company is fully committed to protecting the intellectual property and copyrights of third parties. We do not use any improper methods to obtain our competitors' trade secrets or internal and confidential information about them. We do not participate in the unauthorized use, duplication, distribution or modification of software or other intellectual property.
- b. Our employees are obliged to maintain confidentiality about trade and business secrets and other internal matters. This applies accordingly to information about contractual partners and customers that are not publicly available, even after the employment relationship has ended.
- c. Our company guarantees compliance with data protection regulations. Any type of processing of personal data must be carried out in accordance with applicable data protection law. Documents with personal data about employees are treated confidentially and protected against unauthorized access.

### **3. Sustainable responsibility**

- a. Our company is aware of its responsibility to environmental protection, sustainability and the environmentally friendly use of natural resources.
- b. Our company complies with the applicable laws, regulations and standards for environmental protection.
- c. Our company always strives to use and procure natural resources responsibly in the manufacture and sale of our products and services.

### **4. Social responsibility**

- a. Our company is committed to equal opportunities and a supportive work environment that is characterized by respect and tolerance, in which the value and dignity of each individual are recognized and all employees treat one another with courtesy, honesty and dignity. Harassment, bullying and intimidation are prohibited.
- b. Child labor and forced labor are prohibited in our company.
- c. Our company respects the different cultural, ethnic and religious backgrounds and is committed to the principle of equality, regardless of nationality, race or ethnic origin, age, disability, appearance and other physical constitution, skin color, sexual orientation, gender, religion and belief or other legally protected Characteristics. Personnel-related decisions must be made free of any discrimination. Our company does not tolerate any discriminatory behavior towards employees or applicants.
- d. Our company respects the dignity and personal rights of our employees and third parties with whom we are in business contact.
- e. Occupational health and safety at work is guaranteed within the framework of national regulations. Our company adheres to the legal regulations to ensure fair working conditions, including those on remuneration, working hours and the protection of privacy.

### **5. Compliance with the Code of Conduct**

- a. This code of conduct is given to every employee. Every employee is obliged to adhere to them.
- b. Our company will implement the basic values contained in the code of conduct in all business areas by implementing all necessary organizational measures as well as appropriate guidelines and processes. Compliance with the organizational measures, guidelines and processes introduced in this respect is regularly checked by our company.
- c. Violations of the code of conduct and statutory provisions can, depending on the severity, result in consequences under labor and liability law and also result in criminal sanctions.