

# CODE OF CONDUCT

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# CODE OF CONDUCT

Dear employee!

Compliance with laws and internal rules and regulations as well as the respect of ethical values are the foundation on which our economic success is based.

We are committed to our social Responsibility towards our employees, business partners and for responsible treatment of our environment.

This code of conduct summarises the most important principles of our and represents a minimum standard. Any disregard of the rules of this Code of Conduct can be too large economic damage and considerable loss of reputation for our company lead. We therefore do not tolerate any infringement against the principles of this document! The regulations of this code are based on our corporate policy and are defined by internal guidelines (quality-, Environment, Safety and Security Directive,...).



Together we are responsible for responsible and correct behaviour.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephan Zöchling'. The signature is stylized with a large 'S' and a long horizontal stroke.

Stephan Zöchling  
CEO

# HUMAN WORK ENVIRONMENT

We guarantee safe and hygienic Working conditions for all our employees and fair and performance-related pay. We take into account the legal regulations of the respective location and support continuous development. As a minimum standard the provisions of the International Labour Organisation (ILO) apply.

Child and forced labour are not only our company, but also with strictly forbidden to our suppliers.

Our employees know and follow the company's health and safety guidelines. Any form of discrimination or disadvantage is prohibited. This applies to discrimination on the basis of gender, race, caste, colour, disability, etc, Union membership, political affiliation conviction, origin, religion, age, pregnancy or sexual orientation. We do not accept any sexual harassment in the workplace.

According to §7 (2) Bundesgleichbehandlungsgesetz (B-GBG), „(...) if behaviour belonging to the sexual sphere 1. that the dignity of a person 2. the economic and social development of the person unwanted, inappropriate or is offensive and 3. a) the one that is intimidating hostile or humiliating Working environment for the person concerned or b) where the fact that the the person concerned is in the sexual sphere associated behaviour on the part of a representative of the employer or a colleague or a colleagues, expressly rejects or tolerates or tacitly to the basis of a Decision with adverse effects the access of that person to the information and Further training, employment, continued employment, promotion or remuneration or as the basis for another unfavourable decision on the service or training relationship is made“.



# HUMAN WORK ENVIRONMENT

To illustrate this, some Examples based on interpretations the WKO, the Chamber of Labour and AMS, which are listed as sexual harassment are to be understood and apply:

- Hanging and attaching sexist posters and calendars in the workplace
- Sexist background images in IT or other electronic devices such as e.g. screen savers, mobile phones, etc.
- Viewing, distributing and showing anyType of pornographic material (videos, pictures,...) at the workplace and also about Employer's equipment (laptop, PC, mobile phone, etc.)
- Insulting remarks about the appearance, the clothing, the family, the private life or private relationships, etc.
- Telling and sending relevant Jokes
- Use nicknames (Schatzi, Maus, etc.) in the direct approach or also in conversation

- Any form of unwanted physical contact such as patting the shoulder, arm around the shoulder laying, holding hands, etc.

- For tolerating or not tolerating a such undesirable behaviour by the person concerned Advantages or disadvantages in

View from a vantage point All drug use in the workplace is prohibited. This also applies to alcohol consumption during working hours and the start of work in a drunken state.

The smoking regulations of the respective sites must be respected.

We take a sensitive and sustainable approach our resources and our energy.

The statutory provisions of the the respective locations become mandatorycomplied with or voluntarily overfulfilled.

Our employees know the environmental guidelines of the company and hold these one.

What we expect from our business partners we too, that they should Maintain specifications.

# COMMUNICATION COOPERATION

We attach great importance to a fair co-operation. Mutual appreciation, respect, Trust and reliability are essential basic values for our daily work cooperation.

We treat our employees, customers, Suppliers and generally all business partners always appreciative and fair. Our communication is open, honest and transparent. We share our information with each other, provide reliable feedback and actively listen to each other. We promote the continuous learning of our employees, so that they can develop their full potential.

Our cooperation in the company is characterized by helpfulness, mutual Support and constructive cooperation. We make realistic agreements and keep our promises.

We talk about problems and conflicts with the persons concerned in a factual, timely and personal manner. We are not looking for guilty parties, but find sustainable Solutions for all parties involved.

We are people and we make mistakes. But we learn from our mistakes. Our cooperation with authorities and agencies is based on partnership and proactivity. Responsible for this are employees appointed by the management or the management.

We forward inquiries from the press without comment to the management. Our

We design our communication on the Internet responsible and in the knowledge that we are both privately and professionally are ambassadors of our company.

# INTEGRITY

## CONFLICTS OF INTEREST

Our employees know the laws and internal guidelines relevant to their work and observe them.

Corruption serves to protect themselves or inadmissible for the company or unlawful advantages to the company.

Corruption includes bribery, giving, receiving, agreeing on prices, bribes, embezzlement, fraud, extortion or money laundering. We do not tolerate corruption! Especially with gifts, invitations and other

Attention must never be paid to the impression that our business decisions are influenced by it. This also applies vice versa when we are being served or given presents.

We do not make contributions to political parties or candidates. Gifts to holders of public office, civil servants or employees of public authorities must not be made.

We coordinate our donation and sponsoring activities with the management.

Personal interests may not be used in any conflict with the interests of the company. Examples of such conflicts of interest are:

- An activity outside the company, which is our work could affect
- Business with friends, acquaintances and relatives
- Holding of more than 3% in companies with which we have direct business contact
- Personnel responsibility for a close relative

The above-mentioned transactions are subject to disclosure and require the approval of the management. We report incidents that we observe among colleagues or business partners to our supervisor or the management.

# PROPERTY CONFIDENTIALITY

All property of the company we always treat with responsibility awareness and care. This applies in particular when dealing with business information. Every employee is subject to the Confidentiality obligation with regard to internal affairs of the company. We ensure that confidential information such as contracts, employee, customer and supplier data is never disclosed to unauthorized third parties.

The company's intellectual property includes inventions, research results and product developments. All data in our IT systems is also considered intellectual property of the company.

All this knowledge is protected by us and is not disclosed to the outside world.

If it is necessary for business reasons to pass on confidential information to third parties, we will have a non-disclosure agreement signed beforehand.

As a matter of principle, we will only disclose information to the outside world that is expressly intended for this purpose or authorized by the management.

The private use of company property is generally not permitted, but requires an explicit permission.

We also respect the intellectual property of others, in particular the intellectual property of our business partners and undertake to comply with agreements on secrecy and confidentiality.





# CUSTOMER COMPETITION

It corresponds to our company policy to compete exclusively on performance, customer orientation and quality of our innovative products.

We never deliberately provide misleading or false information about our products and services. We convince our customers with realistic and true statements. In the project business we act with our customers individual prices. We are a reliable partner and keep our agreements and contracts.

Our products and services fulfill the contractually agreed quality and safety criteria and can be used for their intended use can be used safely.

Our purchasing decisions are based on exclusively on objective criteria such as quality, requirements or price of a product or a service.

We never speak ill of our competitors' products or services or of our competitors.

We do not gain advantages at the expense of our business partners.

Prohibited agreements with competitors, we reject suppliers and customers as a matter of principle.





# REPORTING INFRINGEMENTS

Violations of this Code of Conduct are immediately the manager, the management or the personnel department.

All reports are strictly confidential and carefully checked.

Of course, such reports can also be made anonymously. Please use the forms of the improvement suggestion system and drop the form in the VVW mailbox.

A message has for the reporting party/s no negative consequences, except in case of intentional false accusations.

For questions please contact your superiors.

Violations of our Code of Conduct will result in disciplinary action ranging from a warning, caution, or termination. In particularly serious cases, it may even result in dismissal. In addition, we reserve the right to claim damages and civil action.

If we detect violations by our business partners, this can lead to the termination of the business relationship or legal consequences.



# CONTACT PERSONS INFORMATIONS

Compliance with the Code of Conduct is the duty of every employee. Every manager promotes compliance with these rules through his or her personal exemplary behavior.

Print versions are available in the personnel department.

The contact person for your questions regarding the Code of Conduct is primarily your manager

But you can also call the members of the Contact management or the human resources department.

