

CODE OF ETHICS

Updated: 02/2021

This document does not replace the directions of the IMS document, Company Directive 255/2018, but provides basic information about this document and its content. This document defines the obligation of all employees to act in accordance with legal regulations and other generally accepted ethical rules and thus protect themselves and the company from any kind of sanctions.

It is the duty of every employee to become acquainted with the directive and act according to its content. Breaching of the Code of Ethics cannot be excused by ignorance of the content of Directive PS 255/2018.

Compliance with the rules of the Code of Ethics is regularly monitored during regular meetings of the individually company departments.

BRIEF EXCERPT FROM THE CODE OF ETHICS

1. ETHICAL STANDARDS AND VALUES OF THE COMPANY

- **We comply with the law**
- **We act professionally**
- **We keep proper accounts**
- **We protect the environment and people around us**
- **We reject discrimination**

2. COMPLIANCE WITH THE LAW

- The company complies with all legislative obligations related to its activities.

3. ZERO TOLERANCE OF UNLAWFUL CONDUCT

- We do not tolerate corruption or unfair competition
- We reject deals within cartels
- We are careful about conflicts of interest

4. PROTECTION OF CONFIDENTIAL INFORMATION

- We ensure the protection of information, data and personal details
- We are careful about who we are talking to and what we are talking about

5. EMPLOYEE OBLIGATIONS

- We protect property, intellectual ownership and trade secrets
- We inform a superior about any potential or actual conflict of interests
- We are careful about supporting the competition

6. SPECIFIC OBLIGATIONS FOR MANAGING EMPLOYEES

- Takes full responsibility for the activities of subordinate employees
- Comprehensibly assigns clear, competitive and realistic tasks
- He trusts, but he verifies
- He listens to his subordinates
- Carries out organisational and supervisory activities during the execution of the assigned tasks
- Does not tolerate any violation of the applicable laws or the Company's CODE OF ETHICS

7. BREACH OF CODE OF ETHICS

- Violation of the Code of Ethics can be perceived as a breach of any obligation arising from legislation relating to the work performed, in a specially broad manner
- All employees are obliged to inform employers of breaches of the CODE OF ETHICS, even when this breach may only be suspected
- Retaliation against the informer is not permissible. Their identity may not be disclosed