

Wehingen, November 2020

## **Code of Conduct**

We comply with current laws, regulations and technical standards. In general, the strictest requirements are to be applied.

We pursue a cooperative management style and a friendly atmosphere amongst our colleagues. All forms of discrimination in respect of employment and occupation is forbidden. Forced labour is prohibited. We meet our employees at eyelevel and treat them with dignity and respect.

The relevant national laws and industry standards on working hours apply. Extra work is voluntary and compensated. It must not exceed 60 hours per week. Wages must not fall below the minimum standard.

Our contact with third parties (business partners, suppliers, general public) is always professional. Child labour is prohibited. The minimum age for employment is regulated by law and is always fully respected.

We actively care for the health and safety of our employees. Clear regulations for occupational safety and health protection are in order. The employees receive regular training. A hygienic working environment and social facilities are provided.

Gifts and invitations are handled with care.

The allocation of donations and decisions on sponsoring are taken by our managing partner.

We deal with all information, personal data, business secrets and other sensible data in line with legal regulations.

Our economic actions happen in a global context. Human rights, working and social standards are a matter of course for us.

We take responsibility towards nature in our rural area (environment protection, use of resources).

Within our context and within the scope of our possibilities we preventatively work against corruption and money laundering.