



## CODE OF CONDUCT

FOR EMPLOYEES, CUSTOMERS AND BUSINESS PARTNERS OF S.K.H. SCHALTANLAGENBAU UND  
INDUSTRIEMONTAGE GMBH

**The Code of Conduct of S.K.H Schaltanlagenbau und Industriemontage GmbH states the principles, expectations and prerequisites to be respected, followed and observed by our employees irrespective of the legal systems of other countries as well as the standards to be respected, followed and observed by the company's customers and business partners and their employees and business partners.**

**The management board of S.K.H Schaltanlagenbau und Industriemontage GmbH explicitly declares that these requirements to itself and its employees, in internal as well as external respects, exemplifies its self-compulsory principles, basing on international conventions.**

**Martin Wratzlawek**

Handwritten signature of Martin Wratzlawek in blue ink.



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## 1. Antitrust and competition laws

All applicable antitrust and competition laws must be complied with to guarantee free and fair trade. It is assumed that the applicable legal system is known, understood and respected.

For instance, agreements with competitors with regard to prices, discounts or sales conditions, production limitations, market or customer sharing, coordination of quotations or boycott of customers and suppliers are not permitted.

## 2. Anti-bribery and anti-corruption laws

Anti-bribery and anti-corruption laws must be observed in all cases.

Obtaining improper business benefits by way of favours or gifts of any kind (such as bribes or useful expenses) given to individuals or organisations must be prohibited. The proper keeping of business records and documents is obligatory.

## 3. Sanctions and export control laws

All applicable laws that prohibit business relationships with sanctioned countries, organisations or individuals must be observed.

## 4. Sourcing of materials from crisis areas

The use and origin of minerals used such as gold, tin, tungsten or tantalum are to be disclosed upon request.



## 5. Respect of human rights

All applicable human rights standards must be respected. Therefore, observing legal requirements relating to minimum wages, social security benefits, overtime, working time and working conditions is mandatory. Pursuant to the applicable legal regulations, membership in trade unions or workers' associations must be permitted.

It goes without saying that forced labour or the employment of minors, as defined by the applicable labour law, as well as mobbing and discrimination based on gender, racial or ethnic origin, religion, physical disability or any other legally protected characteristic is prohibited. Any incidents of human rights violations, such as racist posts of employees on the internet that become known to the company management may result in the immediate termination of the work contract.

## 6. Health and safety

All laws relating to health and safety must be observed.

The provision of a safe and health-promoting workplace, individual protective equipment and a medical concept on providing assistance to injured individuals are obligatory.

## 7. Environmental sustainability

Besides compliance with applicable environmental laws, the evaluation and monitoring of the environmental footprint of business activities is expected.

All resources, waste and emissions must be kept to a minimum. If possible, materials are to be recycled and hazardous substances must be stored or disposed of safely and properly.



## 8. Conflicts of interest

It is expected that all business relationships are based on integrity and sound judgment. Therefore, immediate disclosure of any conflicts of interest is mandatory. Family ties or other close personal relationships between employees of S.K.H. Schaltanlagenbau und Industriemontage GmbH and suppliers must be reported to prevent any potential influence on business decisions the supplier could take advantage of.

## 9. Protection of data and trade secrets

Any data and confidential information about S.K.H. Schaltanlagenbau und Industriemontage GmbH and/or its business partners are to be treated with great care. Confidential information, whether communicated in person or in electronic form, is subject to a non-disclosure agreement that regulates the processing and potential transfer to third parties of contractual, proprietary and internal corporate matters. The non-disclosure agreement must be signed by sub-suppliers of S.K.H. GmbH upon contract conclusion and is included in the employment contract of S.K.H. GmbH staff.

## 10. Reporting of incidents and retaliatory measures

Violations of this code must be reported to the company management of S.K.H. Schaltanlagenbau und Industriemontage GmbH. Should the subsequently introduced corrective actions not be effective, depending on the situation, consequences up to the suspension or termination of a business relationship might ensue.

If reprisals can be expected, incidents may also be reported anonymously.