

# Code of Conduct

The Code of Conduct is a collection of guidelines and regulations that ehb electronics gmbh imposes on itself as part of a voluntary commitment. The formulated behavioural instructions serve as a guide for employees to channel desired behaviour and avoid undesired behaviour.

## **Compliance with laws and other regulations at home and abroad**

Compliance with laws and regulations is a fundamental principle of economically responsible behaviour for us. We always observe the applicable legal prohibitions and obligations. This obligation naturally also applies to applicable guidelines and directives as well as recognised values of the cultures and countries in which ehb electronics gmbh operates.

## **Commitment of the management**

ehb electronics gmbh considers it its duty to act in an economically, socially and environmentally conscious manner. It therefore endeavours to conduct its business competently and ethically and to protect fair competition in all markets in which it operates by complying with applicable laws on anti-trust, competition and restraints of competition.

## **Product safety and product quality**

We are aware that ensuring the quality, safety and reliability of our products is the basis of ehb electronics gmbh success. These points are at the centre of our corporate principles. We implement any necessary improvements thoroughly and sustainably. In doing so, we always act in accordance with internationally recognised quality management systems. We understand quality as a dynamic process of continuous improvement of all quality-related services.

## **Fair competition and antitrust law**

We are committed to the rules of fair competition for the benefit of all market participants. Our company is committed to ensuring and maintaining free and undistorted competition.

## **Prohibition of corruption**

ehb electronics gmbh does not tolerate corruption or corrupt behaviour by individuals. Behaviour in which business is conducted by dishonest means will not be tolerated. Employees of ehb electronics gmbh may not offer, receive or accept any favours from business partners that could lead to an impairment of an objective and fair business decision or even give the appearance of such.

## **Avoidance of conflicts of interest**

ehb electronics gmbh expects its employees to be loyal to the company. Business decisions are made exclusively in the best interests of the company. All employees must avoid situations in which their personal or financial interests' conflict with those of ehb electronics gmbh. Any actual or potential conflict of interest must be resolved in compliance with the law and company guidelines. The prerequisite for this is transparent disclosure of the conflict. Any conflicts of interest must be reported and discussed with the line manager concerned.

## **Health and safety in the workplace**

The health and safety of our employees is an equally important corporate objective alongside the quality of our products and commercial success. Occupational health and safety is an integral part of all operational processes and is regularly reviewed and continuously developed. Each of our employees promotes health and safety in their working environment and complies with health and safety regulations. All managers are obliged to instruct and support their employees in the fulfilment of this responsibility.

## **Fair working conditions**

As a socially responsible employer, ehb electronics gmbh considers its employees to be of great value. It demands great commitment from its employees and shares its business success with them in return. The personnel policy of ehb electronics gmbh contributes to offering every employee the opportunity for professional and personal development. An open exchange of opinions, criticism and ideas are encouraged.

## **Equal treatment and non-discrimination**

Direct or indirect discrimination is excluded in all decisions and in all areas of the company. A culture of equal opportunities, mutual trust and mutual respect is of great importance to us. We promote equal opportunities and prevent discrimination in recruitment, promotion and the provision of training and development programmes. We treat all employees equally, regardless of gender, age, skin colour, cultural affiliation, ethnic origin, sexual identity, physical disability, religion or ideology. Employees who actively oppose this culture will not be tolerated.

## **Human rights and employee rights**

We respect internationally recognised human rights and support their observance. We strictly reject all forms of forced and child labour. The right to appropriate remuneration is recognised for all employees. Remuneration and other benefits correspond at least to the respective national and local legal standards or the level of the national economic sectors/industries and regions.

## **Dealing with internal knowledge**

The employees of ehb electronics gmbh are obliged to ensure a rapid and smooth exchange of information within the company. Information must be passed on correctly and completely to the departments concerned, unless there are overriding interests in exceptional cases, in particular due to confidentiality obligations. Relevant knowledge must not be unlawfully withheld, falsified or selectively passed on. Dishonest reporting within the company or to organisations or persons outside the company will not be tolerated.

All annual financial statements and annual reports, business papers and business books of ehb electronics gmbh must accurately represent business transactions and events and comply with the legal requirements as well as the accounting principles and internal accounting procedures of ehb electronics gmbh.

## **Confidentiality and data protection**

We ensure that modern information and communication technology is used responsibly and appropriately. The protection of personal data of employees, customers, suppliers and partners is of particular importance to ehb electronics gmbh. We only collect or process personal data if this is absolutely necessary for the fulfilment of the respective work task or is required by law. No personal data may be collected or processed without the consent of the data subject or legal authorisation. The protection of this data is guaranteed with the utmost care in full compliance with data protection laws.

The duty of confidentiality applies in particular to intellectual property. This includes business secrets, patents, trademarks and copyrights, as well as business and marketing plans, designs, business papers, salary data and all other unpublished financial data and reports. We comply with existing reporting obligations to national supervisory authorities and control bodies.

## **Handling of assets**

All ehb electronics gmbh employees are responsible for the proper and careful handling of the company's property. All employees are obliged to protect the property of ehb electronics gmbh against loss, damage, misuse, theft, embezzlement or destruction. The same applies to the property of third parties that is left or entrusted to ehb electronics gmbh. All employees are obliged to inform their supervisor immediately of any use of assets contrary to the above.

## **Sustainable protection of the environment and climate**

We are aware that the protection of natural resources is an important goal of our company. Both in the development of new products and services and in the operation of production facilities, we ensure that all resulting effects on the environment and climate are kept to a minimum and that our products make a positive contribution to the environment and climate protection for our customers. All employees have a responsibility to treat natural resources with care and to contribute to the protection of the environment and climate through their individual behaviour.

## **Appearance and communication in public**

ehb electronics gmbh is built on strong values: reliability and honesty, credibility and integrity. We therefore attach great importance to open and truthful reporting and communication on the company's business transactions to shareholders, employees, customers, business partners, the public in general and state institutions. All employees ensure that both internal and external reports, records and other company documents comply with the applicable legal regulations and standards and are complete, accurate, timely and system compliant.

We respect the right to freedom of expression and the protection of personal rights and privacy. All employees are aware that they are also perceived as part and representative of ehb electronics gmbh in their private lives and are therefore required to protect the company's image and reputation through their behaviour and appearance in public.

## **Implementation and contact persons**

The rules contained in this Code of Conduct form a core element of ehb electronics gmbh corporate culture. Uniform compliance with these principles is essential. All employees are responsible for this. ehb electronics gmbh actively promotes the communication of the corporate guidelines and company agreements on which the Code of Conduct is based.

Our managers have a special role model function and their actions are particularly measured against the Code of Conduct. They are the first point of contact for questions about understanding the regulations and ensure that all employees know and understand the Code of Conduct.

As part of their management duties, managers prevent unacceptable behaviour or take appropriate measures to prevent breaches of the rules in their area of responsibility. Good and trusting cooperation between employees and managers is characterised by honest and open information, mutual appreciation and support. If employees have concerns or complaints about the points listed in this Code of Conduct or have knowledge of a possible breach of the behavioural guidelines contained herein, they must immediately submit this to their superiors for clarification. This can also be done anonymously or in a confidential manner. If employees are not satisfied with the clarification, the concern or complaint can be submitted not only to their line manager, but also to the management.

Information about grievances or offences in the company or public institutions that employees have become aware of in connection with their professional activities can be reported anonymously at any time. There is a suitable reporting channel for this purpose as well as a reporting centre that is easily accessible via the Internet.

## **Responsibility**

All employees of ehb electronics gmbh are bound by the rules of this Code of Conduct. Violations of this Code of Conduct will have consequences. In serious cases, this may also result in termination of employment.