
Code of Conduct

1. Compliance with regulations and the law forms the basis of the company's business transactions and of all its other activities. Illegal conduct on the part of employees, and also of customers, business partners or the company's representatives, will not be tolerated.
2. Business operations, processes and internal company instructions and guidelines are designed to conform to the corresponding regulations and legislative provisions, while ensuring that consistent observance of these rules protects the entire organisation from possible legal consequences.
3. All employees, representatives and others acting on behalf of the company respect the dignity and personality of each individual. The company undertakes to ensure that this respect, trust and fairness form the basis of our relationships with each other and with our commercial partners, subject to a total prohibition on discriminatory behaviour of any kind.
4. The company's business relationships are based on the fact that internal and external stakeholders, with particular reference to holders of public office, are not offered personal advantages of any kind, be they in the form of services, money or benefits in kind. Employees, representatives and others acting on behalf of the company are totally prohibited from offering or accepting advantages, services, money and/or benefits in kind if they are likely to influence decisions in any way. Business decisions are made exclusively on the basis of technical, commercial and organisational criteria. Brokers, mediators or advisers are paid commission or fees only for services supplied. The amount of such commission or fees must have a reasonable relationship with the value of the service provided. The acceptance and offering of gifts or comparable benefits involving hospitality (events, dining invitations, etc.) in the context of a new or developing business relationship should be such that neither of the parties concerned is subjected to moral obligation, coerced or made to feel that there is something to hide. All employees, representatives and others acting on behalf of the company undertake to notify their corresponding superiors if they are offered advantages, services, money and/or benefits in kind of any type in the context of a new or developing business relationship.
5. The company's success depends on trusting, partnership-based relations, as well as transparent and fair behaviour with respect to the market and potential competitors. All employees, representatives and others acting on behalf of the company undertake to defend the rules of fair competition and ensure strict observance of applicable anti-trust and competition legislation, rules and regulations.
6. All employees, representatives and others acting on behalf of the company undertake to comply with relevant tax legislation, the rules governing subsidies and official grants, along with all the rules and regulations governing international trade (import/export restrictions, embargo regulations) in the course of their activities. The company shall provide no assistance, in the context of existing, new or developing business relationships, for the purposes of tax evasion or subsidy fraud, and likewise does not support money laundering in any way.

7. The company places a high value on the quality, safety and reliability of its products. Customers are offered object/application-oriented product training to ensure that this continues to apply when the items concerned have left our premises.

The company applies in-house measures to ensure the quality, safety and reliability of its products. These include extensive internal training programmes, qualification initiatives and certifications of its quality management system, along with a global approach to occupational health and safety and the protection of the environment. All employees are obliged to comply with the safety regulations in force in their area of work, and undertake to apply them accordingly. All shortcomings must be reported immediately to the direct superior of the person concerned.

8. The future viability of the company depends on the proper protection of its material and intellectual property (in the form of technical knowledge). All employees, representatives and others acting on behalf of the company are therefore encouraged to avoid possible conflicts between their own personal interests and those of the company. They undertake not to exploit to their own advantage, or divulge to any third party or parties, information that might come into their possession - whether directly or indirectly - in the course of their working activities. Outside employment of any kind requires the company's approval. The company's facilities and amenities, along with its operating resources, tools and equipment, must be treated with care and used for their intended purpose. All private use of these items shall require the company's approval.

9. All employees, representatives and others acting on behalf of the company undertake to protect the privacy of customers and commercial partners, and to maintain the confidentiality of their personal details. This includes strict observance of the corresponding data-protection legislation and regulations.

10. This Code of Conduct is binding for all employees, representatives and others acting on behalf of the company. Violations of it will not be tolerated, and will be pursued by disciplinary action.

Meckenbeuren (Germany), December 2016