

# CODE OF CONDUCT

"Every piece of work is important, even the smallest. No one should imagine that his or her work is superior to that of another that his work is superior to that of a co-worker. Everyone should contribute to the good of the whole."

(Robert Bosch)

Our mission statement describes the values we share and how we want to work together - today and in the future. It sets a clear goal for us to achieve in order to secure the success of our company in the long term. Because every individual contributes to the company's success through his or her activities and behavior. Important rules of conduct are our values such as personal responsibility, openness and transparency, as well as legally and ethically correct behavior.

The Code of Conduct serves as a binding guideline for our decisions and our actions for responsible behavior within the company, towards business partners and the public. We are all obliged to comply with the principles set out herein. Together we have the responsibility for the reputation of our company. The misconduct of one individual can cause great damage to us all.

The continued existence and ongoing development of our company depends on our commitment to social responsibility and our reputation as a trustworthy business partner.

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## 1. Compliance with applicable law at local, national and international level.

Compliance with laws and regulations is a matter of course for us and an essential basic principle of economically responsible trade. Only in this way is our company able to act successfully worldwide. Any violation of applicable laws or regulations may result in serious consequences.

## 2 Working together as a team

Openness and mutual respect characterize our cooperation. We build on strong values such as reliability and honesty, credibility and integrity. Compliance with laws and guidelines is a matter of course for us. Our employees are expected to act in accordance with the highest professional standards. If a violation of existing guidelines, rules or regulations is detected, disciplinary measures must be expected.

## 3. Leadership and social interaction

Open discussion of concerns plays a key role in ensuring that misconduct occurs less frequently or can be identified and corrected at an early stage. For this reason, it is important to maintain an open atmosphere in which employees can approach their supervisors or the management with critical issues without hesitation and in a spirit of trust. Intimidation and reprisals against employees who report actual or suspected misconduct in "good faith" will not be tolerated. "In good faith" to us means that someone is convinced of something, that their report is true. This is true whether or not the employee's version of events is later confirmed.

## 4. Trust and respect

We provide a work environment that is free from discrimination. Every individual has the right to be treated fairly, with dignity and respect. We do not discriminate and promote a work environment characterized by respect and tolerance, where the worth and dignity of each individual is recognized and all employees treat each other with courtesy, honesty and dignity. Harassment, bullying and intimidation will not be tolerated.

Personnel-related decisions must be made free of any discrimination. No discriminatory behavior towards employees or applicants on the grounds of ethical origin, parenthood, marital status, age, disability, religion, ideology, sexual orientation or any other grounds covered by the prohibition of discrimination will be tolerated.

## 5. Avoidance of conflicts of interest

Business decisions are made exclusively in the best interests of the company. Employees who are affected by a potential or actual conflict of interest are required to inform their supervisor or management in a timely manner.

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## 6 Handling Company Property

Great importance is attached to the careful and responsible handling of the products manufactured, the work equipment used and the intellectual property of the company. Company property is to be used exclusively for the intended business purposes. Misuse for other purposes, especially inappropriate personal, illegal or other unauthorized purposes, is prohibited.

## 7. Conduct towards suppliers

All business information of our partners and their company secrets are treated sensitively and confidentially as a matter of principle. In return, we also expect integrity and law-abiding, ethical conduct from our business partners.

## 8. Conduct towards customers

We expect constant fair and honest behavior towards our customers. For our customers we act quickly and plan with foresight. Our primary goal is to establish and maintain a long-term as well as stable customer relationship through high quality, fast availability and delivery.

## 9. Bribery and Corruption

No form of corruption or bribery will be tolerated. Our employees are prohibited from accepting or giving any kind of attention that is linked to a service in return. Our business partners are also required to avoid conflicts of interest.

## 10. Fair competition

We are committed to fair competition and abide by the laws and rules. We prohibit agreements on prices, conditions and strategies with competitors, suppliers or other companies that hinder fair competition.

## 11. Human rights and health

The dignity and personal rights of our employees and third parties with whom we have a business relationship are always respected. We shall ensure a healthy and hazard-free working environment for our employees by complying with laws and regulations on health and safety in the workplace. Managers shall ensure that appropriate health and safety procedures and protective measures are in place.

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