

# Code of Conduct

## 1 Our responsibility as a member of society

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**Human rights and working conditions:** It is part of our mission to put people at the centre of our business activities. We ensure that our actions strictly comply with the law and ethical principles.

**Equal opportunities and equal treatment:** We respect the dignity of every human being, the privacy and the personal rights of every individual. We create a climate of appreciation and mutual trust by respecting others in their individuality, always acting openly and honestly, and promoting and encouraging individual and cultural diversity.

**Sustainability and environmental protection:** People and the environment are part of the corporate DNA at Sedus. Given the finite nature of natural resources, Sedus consistently pursues the concept of a recycling economy. This entails a holistic view of the life cycle, from the use of materials to energy, from the usage of recyclable materials to recycling.

**Donations and charity:** As a responsible member of society, Sedus supports education, science, culture, social causes, sport and the environment through donations in cash and in kind within the scope of its legal and economic possibilities. We do not make donations for commercial gain.

## 2 Our responsibility in business transactions

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**Conflicts of interest:** We always aim to separate personal and private interests from those of the company and, when making business decisions, we act in the best interests of Sedus.

**Prohibition of corruption:** In order to maintain the trust of our clients, we refrain from any form of corrupt behaviour and avoid even the mere appearance of it. We make business decisions in the interests of the company for objective and comprehensible reasons and always behave transparently, correctly and fairly towards our business partners.

**Money laundering:** It is a declared objective of Sedus to only maintain business relationships with reputable business partners whose activities are in accordance with legal regulations and whose financial resources are of legitimate origin. We do not support money laundering and take all necessary measures to prevent it within our sphere of influence.

**Accounting and financial reporting, taxes and duties:** Compliance with all national and international laws is part of responsible corporate governance for Sedus. Proper accounting and financial reporting are a matter of principle for us.

**Fair and free competition:** Sedus is committed to free competition as a key component of the market economy – as it promotes efficiency, economic development and innovation. Fair interaction with our business partners and competitors is fundamental to these activities.

**Suppliers and procurement:** We nurture trusting and fair business relationships with our suppliers. Good and close cooperation is crucial in order to produce the best products according to high environmental and social standards.

**Risk management:** Next to customer satisfaction, our most important concern is the avoidance of risks for our partners, the company, our employees and the regions in which we are active. Therefore, we manage risks in a forward-looking manner to protect the health of our employees, the business, the local public and the environment as well as to secure supply to our customers.

## 3 Our responsibility in the workplace

**Management culture and working conditions:** We create an environment in which our employees can work towards our company objectives with motivation, expertise and a sense of responsibility. We strive to be an attractive employer which cares for and encourages its employees.

**Occupational safety:** To guarantee our safety at all times, workstations and the working environment are checked annually as part of inspections – including with the Management Board and the production management – and in close, proactive cooperation with the Regional Council and relevant professional associations.

**Health management:** “Fit in your free time – fit at work” – this motto characterises “Occupational Health Management” at Sedus, which is managed by a working group and a steering group. The fields where action has been taken include sport and exercise, healthy eating, medicine and prevention.

**Data security and data protection:** Data security is of paramount importance to Sedus. We protect company data as well as personal customer and employee data against unauthorised access and unauthorised or improper use and loss with all available suitable and appropriate technical and organisational means.

**Cybersecurity:** Our daily work is closely linked to information technology and our processed data represent significant assets. It is imperative to protect them as best as possible against a variety of cyber risks.

**Handling corporate assets and business secrets:** All employees must ensure that – limited to the respective area of activity – the company's assets are handled carefully and responsibly.

