

## Code of conduct

### preamble

This code of Conduct applies to all employees and business partners of wittig ELECTRONIC GmbH in addition to our corporate mission statement. It serves as a binding guideline in our day-to-day business to check and implement all processes in compliance with the following principles listed. The code of Conduct thus represents the demand on ourselves, but also on our business partners and sub-suppliers.

Each individual is responsible for complying with the Code of Conduct. Violations will not be tolerated and will lead to consequences within the framework of the applicable regulations.

For questions related to the Code of Conduct or to report facts that violate the principles listed below, an internal complaints office has been set up for employees as well as for third parties. This is attached to the position of the QMB ([gmb@wittig-electronic.de](mailto:gmb@wittig-electronic.de)). The information will be treated confidentially, checked responsibly and the reporting person will not suffer any disadvantages.

### relationships and laws

In our daily interactions, we treat each other honestly, predictably, fairly, trustingly and with mutual respect. This applies equally to dealings with our business partners and authorities.

We comply with applicable law, contracts and agreements. In addition to proper bookkeeping and financial reporting, this also includes compliance with import and export regulations that arise from international goods traffic. One example is the regular sanctions list checks to rule out transactions in support of terrorism.

*Your contribution:* You are an honest and reliable partner and deal with mistakes in a transparent and open manner. You adhere to internal company regulations and document necessary agreements completely and clearly. You keep the documents required for financial reporting complete and comprehensible. You do not enter into business relationships with companies that are on the sanctions list.

### antitrust law

We ensure fair and performance-oriented competition. All anti-trust violations, including oral and tacit agreements, are prohibited. Compliance with this requirement is the responsibility of management.

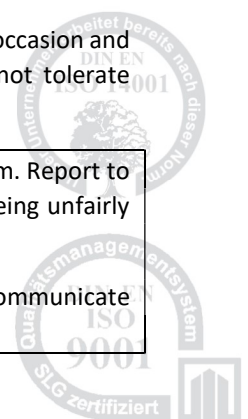
*Your contribution :* You do not participate in discussions that involve bid and price fixing as well as market and customer sharing. Among other things, do not share information about prices, pricing policies, pricing, profit margins and future business plans.

### corruption

The granting and acceptance of customary business gifts and invitations that are appropriate to the occasion and scope and ethically impeccable is permitted and strictly regulated internally. However, we do not tolerate extortion or bribery to obtain or grant unfair advantages.

*Your Contribution :* You must not offer, promise, demand or accept any goods or services in any form. Report to your manager any attempts by business partners or third parties if you or other employees are being unfairly influenced in their decision- making.

Strictly separate decisions related to company activities from personal interests. Always communicate information about the occurrence of conflicts of interest to your manager.



## **human rights**

We observe and respect internationally recognized human rights and ensure that we do not participate in human rights violations through our business activities.

Equal treatment of all employees and business partners is a matter of course for us. Nobody is discriminated against in the base of their age, gender, skin color, religious and cultural background or sexual orientation, among other things. We reject child and forced labor as well as psychological and physical harassment. When employing minors, we ensure compliance with legal requirements. Everyone has equal chances of being hired, promoted or receiving training and education.

*Your contribution* : You avoid any kind of harassment, including inappropriate and unwanted verbal expressions, gestures and touching. You do not ignore any discrimination in your environment but address it openly. As a manager, you make decisions about further development measures based on qualifications and skills.

## **working conditions and health protection**

Occupational safety and health protection have a very high priority and are an integral part of all operational processes. We provide fair and health-promoting working conditions for all employees. This includes compliance with the applicable laws on working hours and occupational health and safety, regular remuneration in accordance with the employment contract, taking into account the minimum wage, and the granting of recreational leave. We take measures to prevent health risks and accidents and subject them to a continuous improvement process. Every employee is obliged to promote safety and health protection in his or her work environment and to comply with occupational health and safety.

*Your contribution* : You do not compromise on health and safety and therefore do not ignore any established guidelines on occupational health and safety. You work with the necessary protective equipment, point out to others when you are working in unsafe conditions, report safety problems to your supervisor, and do not work under the influence of alcohol or drugs. Never make repairs on defective devices and work equipment on your own.

## **product and service quality**

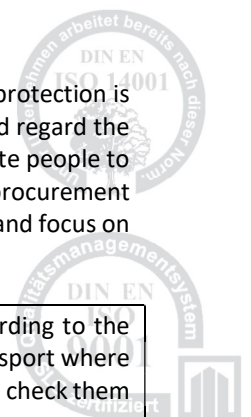
Striving for permanent quality improvement and quality assurance of our service forms the basis of our successful business ability. The basis for this is our quality management system, certified according to DIN EN ISO 9001.

*Your contribution* : You implement the specified processes and specifications for quality controls. You pass on quality deficits or suggestions for improvement measures.

## **environmental Protection**

We comply with the requirements of environmental management standard 14001. Environmental protection is therefore part of our corporate strategy. We actively assume responsibility for our environment and regard the statutory regulations as minimum requirements, which we continuously develop further. We motivate people to behave in an environmentally friendly manner, take environmental criteria into account in procurement processes, ensure the procurement of conflict-free raw materials are procured, digitalize processes and focus on the use of renewable energies and environmentally friendly technologies.

*Your contribution* : You are economical in your use of water and energy and separate waste according to the guidelines. You plan business trips with a view to reducing emissions and consider using public transport where appropriate. You avoid paper printouts and making copies. You use other consumables sparingly and check them for reusability. You communicate any form of environmental pollution in your environment.



## **corporate property**

The company provides employees with resources to fulfill their work performance. Employees undertake to use the property and the resources provided appropriately, proportionately and sparingly.

*Your contribution:* You handle business assets carefully and sustainably and protect them against damage and theft. You use company resources exclusively for business purposes. You plan business trips economically, taking time and cost aspects into account.

## **data protection, data security and handling of information**

The handling of personal data takes place in compliance with the applicable statutory data protection provisions. We collect, process or use data only insofar as this is necessary for defined, clear and lawful purposes. IT systems are operated by us in compliance with high security standards.

*Your contribution:* Never disclose personal information and business documents. This also includes protection from insights by colleagues who are not involved and other third parties. Do not open any suspicious emails or attachments and only use the software and data carriers provided. In case of doubt, always contact the employees of the IT department or the data protection officer.

## **freedom of assembly**

The management undertakes to respect the right of employees to form a works council within the framework of nationally applicable laws.

## **supply chain and sub-supplier management**

We expect our suppliers to comply with the aforementioned principles. In order to ensure the described principles along the entire supply chain, they must be communicated by our suppliers to any sub-suppliers in an appropriate manner and compliance with them must be ensured.

In addition, we take measures to exclude the use of conflict minerals in our products.

*Your contribution:* When selecting new suppliers, take into account the implementation of the contents of the Code of conduct . As agreed, you check compliance within the scope of on-site audits. In procurement you will ensure compliance with the due diligence requirements for the promotion of responsible supply chains for minerals.

Brand- Erbisdorf , 26 June 2023



Michael Wittig  
Managing Director

