

iwis

wir bewegen die welt



Compliance Code of Conduct Compact

www.iwis.com



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A code of conduct for a group or organization is an agreement on rules of behaviour for the members of that group or organization. It contains the essential values and basic convictions of the company. By complying with the code of conduct, the company voluntarily pursues a commitment.

Compliance Code of Conduct

Compact

- 1.** iwis is convinced that we can only secure our economic success by committing sustainably to fair market conditions and legal conduct.

iwis therefore expects its employees to comply with national and international legal requirements and fundamental ethical principles. Managers, in particular, must act as examples and demonstrate impeccable behaviour.

- 2.** Business relations with customers, suppliers and other business partners must be characterised by openness and dependability.

iwis evaluates itself and its business partners on the basis of performance and objective criteria. Corruption is completely repudiated. iwis employees are committed to the principle that personal advantages must not be encouraged, accepted, offered or granted either directly or indirectly.

iwis is committed to handling the issues of gifts and hospitality in an irreproachable way. Only small gifts, items of hospitality or other occasional offerings may be accepted or given. In the case of high-value gifts, or in the case of any doubt, iwis employees must contact their line managers, the Compliance Officer, or senior management. Gifts in the form of cash or cash equivalents may be neither offered nor accepted. It is also not possible to offer or accept gifts in connection with



Legal

Openness

Dependability

Fair

business decisions on the part of iwis or its business partners. (For further information, see the Annex to the Code of Conduct “Guide for the handling of gifts”).

iwis only pursues business relations with companies and persons that are committed to the same ethical standards and legal requirements as itself. iwis verifies the identity and integrity of any business partner before concluding any agreement.

3.

iwis trusts the loyalty of its employees.

iwis employees avoid conflicts of interest in order to ensure cooperation based on trust and confidence. iwis’s business decisions are based on factual grounds alone. Impermissible influence due to personal and private interests cannot be tolerated.

Business decisions and the selection of business partners are the result of a transparent process and are based purely on objective criteria.

4.

iwis relies on legally irreproachable business relations.

In their internal and external business activities, iwis employees adhere to the decisions and provisions of the authorised signatories. Business decisions with external consequences must be verified by two persons.

certainty

Social rights

Occupational safety

Loyalty

Fair contractual arrangements

market conditions

Responsibility

5.

iwis is committed without reservation to fair contractual arrangements with its business partners and adheres to the principles of fair and open competition.

iwis observes all applicable anti-trust and competition legislation and is committed to observing the ban on cartels.

6.

iwis and its employees accept their responsibility for natural resources, perform their activities in an ecologically responsible way and ensure optimum occupational safety in order to protect the life and health of employees and third-parties.

iwis's assets are used responsibly, efficiently and cost-consciously and only for the specifically defined purpose.

7.

iwis employees are aware of their obligation to protect iwis's property.

This extends to all confidential information and business secrets that are not accessible to third-parties. Business and operating secrets are an important part of a company's capital and are protected by all employees.

8. iwis observes national and international rights and principles.

These include, in particular, human rights, the prohibition of discrimination, forced labour and child labour. At the same time, iwis complies with the relevant national regulations relating to working hours and pay.

iwis employees are fair and factual in their dealings with one another as well as with business partners and third-parties. Sexual harassment, threatening behaviour, intimidation and physical violence are strictly forbidden.

9. iwis takes its ability to communicate seriously and thus protects the company's reputation.

iwis employees are professional and factual in connection with any statements made in social media or in any public context. Only the appropriate designated contact persons make statements to the media.

10. iwis recognises the importance of protecting personal data and is committed to global data protection.

EDP resources, EDP equipment and other iwis hardware may be used only for internal, business-related purposes and is handled with care.

11.

Given its obligation to ensure legal behaviour that complies with regulations, iwis cannot accept legal infringements.

iwis employees are therefore aware that infringements may be sanctioned with warnings, the enforcement of claims for damages or the termination of their employment contract. In the areas for which they are responsible, managers take all necessary and appropriate measures to ensure that the rules are adhered to by their employees.

In order to reveal abuses such as corruption, fraud, etc. we are dependent on information from within our company.



iwis employees are therefore required to report any infringements of the Code of Conduct to **senior management**, the **HR department** or the **Compliance Officer** (compliance@iwis.com) without delay.

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