



www.getec.de

GETEC/Gerhold Group

CODE OF CONDUCT

OUR VALUES IN BRIEF



GETEC/Gerhold Group

An der Börse 4, 30159 Hanover

☎ 0511 121088-630 ✉ info@getec-holding.de

www.getec.de

GETEC | GRUPPE



FOREWORD

Dear employees of the GETEC/Gerhold Group. Ensuring that we all act in accordance with the law and regulations is a matter of great concern to me. Each of us has to deal with a large amount of information, documents and papers every day.

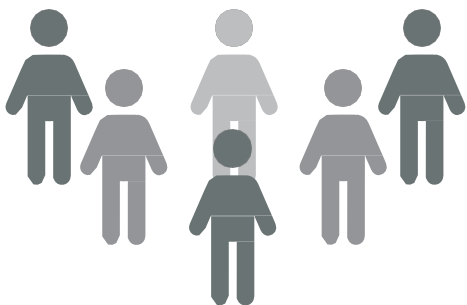
It is not always easy to keep track of all the important regulations. Therefore, I would like to give you a short and understandable overview of our most important values as a guideline for your daily actions.

*Sincerely
Dr Karl Gerhold*

ADDRESSES

Who is this brochure aimed at/who do our values apply to?

- This brochure is aimed at all employees, managers and directors of the GETEC/Gerhold Group.
- The principles and values outlined in this brochure apply alongside the rules/ codes of conduct already in place in the individual companies and are to be observed by all of us on a daily basis.



CONDUCT IN BUSINESS

ENVIRONMENT

Law-abiding behaviour

- We expect all our employees to act in accordance with the law. Therefore, when working for us, comply at all times with all applicable laws and also with internal regulations. If you have any doubts about which rules apply, please ask your superiors.

Competition/advantage taking/advantage granting/money

- **laundering:** We assert ourselves fairly in competition and reject anti-competitive behaviour. This also means that we do not bribe anyone and do not allow ourselves to be bribed or enter into agreements that impermissibly hinder competition.
- Every employee is required to report unusual financial transactions that could give rise to suspicion of money laundering, especially large-scale cash transactions, to the Legal Department.

Separation of private and company interests

- Business decisions are made solely in the best interests of the company.
- We are unreservedly loyal. Private economic interests and company interests are to be strictly separated, conflicts of interest are to be avoided and disclosed from the outset.
- No one may derive inadmissible advantages for himself or herself from his or her activities for the group of companies in another place or be guided by personal advantages in business decisions.

Protection of company property

- We treat the resources and property of the group of companies with care and protect them from loss and damage.
- We use company funds only for official purposes.



BEHAVIOUR TOWARDS COLLEAGUES AND EMPLOYEES AND WITHIN SOCIETY



Non-discrimination

We reject any form of discrimination. We expressly value respectful, open and human interaction and the granting of equal opportunities - regardless of gender, skin colour, origin, sexual identity, disability, world view or religion.



Human rights/workers' rights/occupational safety/environmental protection:

We respect and comply with internationally recognised human and labour rights.

We attach absolute importance to occupational safety and compliance with the applicable environmental protection standards. Both our employees and the people with whom we are in business contact should not suffer any harm as a result of our actions.



Donations/Sponsorship:

We are aware of our social responsibility and therefore donate regularly and also carry out sponsoring.

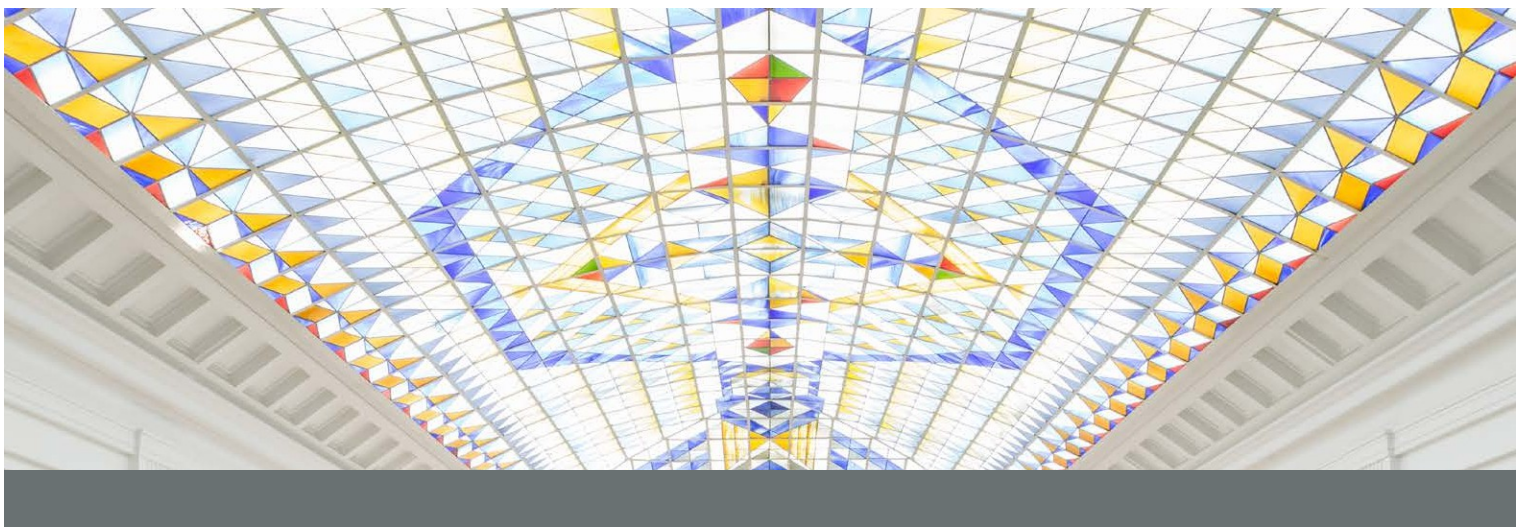
However, donations and sponsoring are always made in accordance with our internal regulations and are not made to individuals, to private accounts or to organisations or for purposes that are likely to damage the reputation of the group of companies.



Appearance in public

We appear in public in such a way that the reputation of the group of companies is not damaged. Private expressions of opinion are of course permissible, but must also be clearly recognisable as such. We must all be aware that in our private lives we can also be perceived as part of and representatives of the group of companies.





DEALING WITH INFORMATION

Reporting, transparency and confidentiality

- The reports, documents and other data published by us are accurate, complete and correct.
- We ensure that our third-party reports are prepared in accordance with legal requirements and industry standards.
- We comply with our obligations regarding data protection and the confidentiality of business transactions and ensure this through appropriate measures.

Who can I contact if I want to report a possible violation of these principles and values?

- The group of companies has a whistleblower system in place.
- You can use the whistleblower system to report possible violations absolutely anonymously, but also to submit suggestions for improvement.
- Details of the whistleblower system can be found on our website or on your company's website under the heading "Whistleblower system".
- Important: All reports via the whistleblower system are absolutely anonymous. In addition, we prohibit retaliation - the whistleblower will not suffer any disadvantage from a serious report.
- In addition to the whistleblower system, our Head of Legal Affairs, Mr Sebastian Isenberg (sebastian.isenberg@getec-holding.de; 0049-151 1881 5224), is also available as a contact person.

WHAT TO DO IN CASE OF DOUBT

How do I recognise cases of doubt?

If you are unsure whether your conduct or the conduct of others may violate our values and principles, please first ask yourself the following control questions:

- Does the action fit the company? Is the
 - action lawful?
 - Would it be justifiable for my company or for me or the third party for the action to be made public?
- Can you in good conscience tell your superior, your colleague, your
 - family or your friends what has been done?

If you answer "no" to any of these questions, please contact our Head of Legal Affairs,

Mr Sebastian Isenberg
 sebastian.isenberg@getec-holding.de
 0049-151 1881 5224
 and let him advise you.

In cases of doubt or if you have a feeling of being disturbed, please do not be reassured with statements such as "That's all right, it has been agreed with Mr/Mrs XYZ", but ask elsewhere whether this is really the case.

