

# ***Code of Conduct***

The Hohenstein Code of Conduct



*Our values – the basis for interaction both in our family and in the company.*

# Preface.

## Dear Hohenstein Employees,

Since the founding of Hohenstein by my grandfather Prof. Dr.-Ing. Otto Mecheels, certain ethical standards have played a significant role in our company's entrepreneurial approach. To this day, they have contributed to our economic success, and enhanced the international reputation of our operation far beyond the borders of our professional circles. The recognition, as well as the appreciation of our customers, are some of our most valuable assets in today's global and fiercely competitive market. With fair, correct and virtuous behaviour towards our business partners, every single one of you will continue to make an important contribution by sharing our experience and expertise, and therefore creating the necessary trust for long-term, dependable business relationships. We expect compliance with this Code of Conduct from all of our staff members at all times – starting with our senior executives,

who have the task of communicating and exemplifying these ethical guidelines, and ending with each of our qualified, worldwide employees who are in daily contact with customers, and in their role as company ambassadors represent our business concept at home and abroad.

It is the responsibility of each staff member to ensure that their behaviour complies with these ethical rules. Should you have questions or require additional information regarding our Code of Conduct, please contact your department manager or our compliance manager, who is familiar with all aspects of these standards of conduct.



Prof. Dr. Stefan Mecheels  
CEO and owner of Hohenstein

# Responsibility.



As a company, Hohenstein upholds its social responsibilities wherever it conducts economic activities. The guidelines for our entrepreneurial activities are summarised in this Code of Conduct. As an independent and accredited testing laboratory, service provider and research partner, we contribute to the well-being and the sustainable development of global society at all our operating sites.

Responsible corporate management is a fundamental principle of Hohenstein's entrepreneurial approach.

We are aware that we are part of an overall ecological, economical and social system, and consider our influence on the environment, economy and society during our decision making process.

## Environmental protection

Hohenstein meets current regulations in reference to environmental protection, and acts environmentally conscious at all its operating sites to contribute to sustainable development. We take additional measures to reach a satisfactory level of protection at all those sites where current regulations do not ensure a proper level of protection.

## Implementation and Enforcement

Hohenstein puts considerable effort into implementing and enforcing all principles and values described in our Code of Conduct. Detected problems will be addressed as quickly as possible.

We give a very explicit welcome to the ecological, economical and social corporate management of our business partners, and regard it as an excellent basis for the development of a fair business relationship.

# Legality.

Hohenstein complies with all applicable local laws and regulations, where we conduct business operations. In those countries without a satisfactory level of legal regulation, we carefully apply good business practices in reference to responsible corporate management as supportive measures.

Our company operates exclusively according to sound business principles. It does not take part in agreements or business practices that do not conform to the antitrust laws in Germany, or the individual country in which it conducts business operations.

Our company strongly disagrees with corruption, extortion and bribery. Instead, we encourage integrity in the daily routine of all staff members, as well as responsible management in an appropriate manner.

Hohenstein's compliance management supports and monitors all business areas concerning the observance of this Code of Conduct.



# Integrity.

## Respect of human rights is of greatest importance

Conduct with integrity by all Hohenstein staff members is the basis for a continued successful development of our organization. Integrity shows itself in the behaviour and conduct with customers, colleagues, and business partners, as well as the respect towards other opinions, interests and possessions. Furthermore, the following principles are included:

- The determination of measurement values has been conducted objectively and without improper influence by third parties.
- The implementation of services is conducted on a neutral and independent basis.
- Research is conducted according to generally accepted principles of good scientific practice.
- Company interests and private interests are strictly separated.
- Corruption, extortion and bribery are strictly refused. Any attempt is to be reported to the supervisor or to the compliance manager.
- The acceptance of money or gifts, as well as the request of allowances from third parties is expressly prohibited.
- Invitations and small gifts according to the national business hospitality are permitted.

No staff member shall be placed at a disadvantage within the company for complying with these regulations or for reporting a policy breach or influence attempt.



# Accuracy and confidentiality.

It is one of our company's highest priorities to carry out all tasks with the highest standard of reliability. We possess the best possible equipment for each area of work while maintaining a quality management system. The quality management system also regulates the continuous training, both internally and externally, of all staff members.

All processes are continuously checked through internal and external audits. If necessary, these processes are then optimised on a sustainable basis.

Each staff member is committed to privacy and confidentiality.

## This includes:

- The careful and independent determination of test results
- Observance of good scientific practice for research
- Conscientious and confidential treatment of all customer, company and staff data
- Mandatory reporting of conflicts of interest to the supervisor



# Fairness.

Hohenstein interacts fairly with all staff members, customers and business partners. Conformance with the UN Charter of Human Rights goes without saying. Special attention is paid to:

## Child and forced labour

According to the internationally recognised regulations of the ILO convention („International Labour Organization“), child and forced labour are not permitted at Hohenstein.

## Equality of wages

At Hohenstein, male and female staff members receive equal wages for equal work.

## Harassment

Our company protects its staff members from physical, sexual, physiological or verbal harassment, as well as intimidation and abuse.

## Freedom of opinion, freedom of association and protection of privacy

The rights to freedom of opinion, freedom of association and freedom of expression will be protected. Protection of privacy is ensured.

## Discrimination

Any kind of discrimination or any disadvantages towards staff members on the basis of sex, race, age, disability, ethical or cultural background, religion, belief or sexual orientation are prohibited.

## Health and Safety

Accidents and injuries are prevented due to a modern work environment. Our staff members' health is protected at all times.

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