

CODE OF CONDUCT

Code of Conduct of zwissTEX Germany GmbH

Subject of the zwissTEX Code of Conduct

This Code of Conduct defines the values, principles and practices that govern the business activities of zwissTEX Germany GmbH and its contractual partners as well as third parties engaged by those contractual partners. It contains basic principles for compliance with ethical standards and creates a framework for working environments that promote integrity, respect, fair conduct and sustainability. A business policy that complies with laws and principles serves the long-term interests of the company and each individual acting on behalf of those interests.

Scope of the zwissTEX Code of Conduct

All employees and members of the management of zwissTEX Germany GmbH are bound by the provisions of this Code of Conduct. In addition, zwissTEX Germany GmbH expects that its contractual partners who supply zwissTEX Germany GmbH with goods, materials and/or services, as well as their employees, act responsibly and commit to the basic principles set forth in this Code of Conduct. If the contractual partners commission third parties (e.g. subcontractors) within the scope of the business relationship with zwissTEX Germany GmbH, these third parties shall also be obliged by zwissTEX's contractual partners to comply with the basic principles set forth in this Code of Conduct.

When the term "company" is used in the following, it refers to zwissTEX Germany GmbH itself, its contractual partners, and third parties commissioned by the contractual partners.

Compliance with laws and other regulations at national and international level

In all business decisions and actions, the company feels obligated to observe the applicable laws and other authoritative regulations at all domestic and international levels. The company promotes fair competition with honesty and integrity, also in relations between customers and contractual partners.

In the subsequent sections, some essential legal provisions are highlighted and their preservation is demanded.



Ethical behavior towards employees and among colleagues

The diversity and uniqueness of employees enrich the company's performance and innovative strength. The company respects each employee as an individual. Accordingly, the way in which people work together is characterized by appreciation, mutual understanding, openness and fairness.

No forms of undignified treatment, intimidation, discrimination or harassment are tolerated in any area of the company's activities. In particular, no discrimination will be tolerated on the basis of ethnic-cultural character, national or social origin, skin color, age, disability, gender, sexual orientation, religious beliefs, ideology, political views - insofar as these are based on democratic principles and tolerance of dissent - or other legally protected characteristics. Any form of child labor, forced labor, bonded labor and serfdom as well as human trafficking are prohibited, rejected without exception and actively avoided.



Freedom of association and collective bargaining

The company recognizes the fundamental right of all employees to form and/or join trade unions and employee associations and itself complies with the statutory regulations. The company management is committed to work with the employee representatives in an open and trusting manner, to engage in constructive and cooperative dialog as well as to strive for a fair balance of interests. A professional approach to employee representation that allows neither favoritism nor discrimination is part of the corporate culture. Where this right is restricted by local laws, alternative options employee representation that comply with the law shall be promoted.



Fair working conditions, working hours and remuneration

All company employees must ensure a safe and healthy environment. Therefore, safety regulations and practices must be strictly observed. As a socially responsible employer, the company considers its employees to be of great value and demonstrates this in its compliance with working conditions that meet all legal requirements.

The company's human resources policy helps to provide each employee with the opportunity for professional and personal development and also demonstrates this in appropriately flexible, company-agreed working time models as well as in the appropriate remuneration of these employees.

Employee compensation must comply with existing collective bargaining agreements and company agreements, if any.

The company shall ensure that minimum wages applicable by law or collective agreement are not undercut. In the absence of statutory or collectively agreed regulations, the remuneration of employees shall be based on the remuneration and benefits that are customary in both industry and locality and which ensure an appropriate standard of living for employees and their families.



Occupational health and safety

Operational health and safety are a top priority for the company. Employee protection in the workplace and safety regulations must be strictly observed and serve to prevent health hazards. Safety in the workplace is a primary responsibility of every individual. Managers are important role models in this respect.

The company plans and operates its facilities in strict compliance with, continuous monitoring of and constant improvement on the basis of statutory safety regulations. This reduces the risk of accidents. Managers must be aware of their responsibilities and corporate duties with regard to safety in the workplace. They must ensure that employees working in the company's facilities are properly trained in occupational health and safety issues and that they are provided with the necessary occupational safety equipment.

The company supports various health measures in the sense of occupational health management.



Commitment to the protection of natural resources, environment and climate

The company considers its duty to act not only economically and socially, but also in an environmentally conscious manner. In doing so, the company complies with the legal requirements for environmental protection that affect all operations at the company's respective sites. At sites where the applicable regulations do not provide a level of protection that ensures environmentally sound operations, the company will take the necessary measures to achieve an adequate level of protection within the bounds of what is economically justifiable. The company has a proven track record of using natural resources responsibly, contributing to the reduction of energy consumption and CO2 emissions, complying with all legal regulations on air and water pollution control, and striving to continuously improve its environmental performance. The company strives to implement and maintain management systems such as ISO 14001 (environmental performance) or ISO 50001 (energy performance). Furthermore, the company improves chemical management within its own processes as well as in the upstream value chain. To this end, it particularly complies with the requirements of the European REACH regulation (EC 1907/2006) and the MRSL (Manufacturing Restricted Substances List) of the ZDHC initiative (Zero Discharge of Hazardous Chemicals) and passes on both requirements to its contractual partners and suppliers.



Conflicts of interest

The company expects loyalty of its employees. All employees must avoid situations in which their personal or financial interests conflict with those of the company. Therefore, in particular, it is forbidden to take an interest in competitors, suppliers or customers or to enter into business relationships with them in a private capacity, insofar as this may lead to a conflict of interest. Conflict situations must not impair the interests of the company. Such conflicts of interest can arise in many situations: For example, no employee may accept benefits - in whatever form - that could reasonably be expected to influence business decisions or transactions of the company. Invitations must remain within the bounds of customary business hospitality. Employees shall not, by virtue of their position, personally benefit directly and/or indirectly by gaining access to confidential information. All employees have a duty to promote the legitimate interests of the company to the greatest extent possible. Any competitive situation as well as conflicts of interest with the company are to be avoided.



Ban on corruption

The company takes a clear stance against corruption and bribery. Conduct in which business is conducted by unfair means will not be tolerated. Company employees must not offer, receive or accept favors from business partners that could interfere with an objective and fair business decision or even give the appearance of doing so.



Dealings with authorities

The company strictly adheres to the legal requirements when dealing with governments, authorities and public institutions. When participating in public tenders, it observes the respective legal requirements and the rules of free and fair competition.



Consumer interests

The company takes the interests of consumers into account in its actions. It ensures that its products are safe and harmless to health in the sense of its respective intended use. Legal limit values must be complied with and, if possible, undercut. The interests of consumers are also appropriately taken into account in case of other information and sales measures.



Fair competition

The company seeks to conduct its business competently and ethically and protects fair competition in all markets in which it operates. It does so by complying with applicable antitrust, competition and restraint of trade laws.



Export control

The company's economic and financial activities are monitored internally on an ongoing basis and are subject to the control of auditing firms, the respective banks and financial supervisory authorities. It is crucial for the company to respect the numerous national and international import and export control laws and regulations. The company complies with the rules of foreign trade, tax and customs law in its global activities.



The company complies with economic and trade sanctions regulations, embargoes against certain countries, other companies or persons, and prohibitions on certain imports and exports. Furthermore, the company continuously and carefully checks the identity of its customers, suppliers and other business partners for compliance with legal requirements. The violation of economic and trade sanctions regulations is associated with negative consequences. Permanent monitoring measures are therefore essential.

Money laundering

The company maintains business relationships only with those business partners of whose integrity it is convinced and ensures that the respective applicable regulations against money laundering are not violated in any way.



Handling of assets

All employees are responsible for the proper and careful handling of company property. Each employee is obligated to protect the company's property against loss, damage, misuse, theft, misappropriation or destruction.



Handling internal knowledge

All employees are obliged to ensure a fast and smooth exchange of information within the company. Information must be passed on correctly and completely to relevant stakeholders, unless in exceptional cases - in particular due to confidentiality obligations - overriding interests exist. Relevant knowledge may not be unlawfully withheld, falsified or selectively passed on. Reporting within the company and to organizations or persons outside the company must be truthful. The contents of all annual financial statements, annual reports, business papers and business books of the company must be presented accurately and comply with the applicable legal requirements and accounting guidelines.



Secrecy and data privacy

A large part of the company's business information is confidential or legally protected, so there is a duty of confidentiality. This does not apply if publication of the information has been authorized or is mandatory by law or regulation. The duty of confidentiality relates in particular to intellectual property. This includes trade secrets, patents, trademarks and copyrights, as well as business and marketing plans, designs, business papers, salary data and all other unpublished financial data and reports. All personal information about employees, customers, business partners and suppliers, as well as other third parties, is used carefully and treated confidentially within the company; in full compliance with data protection laws. The protection of this information must be fulfilled with the utmost care.



Implementation and monitoring, whistleblower system

The rules contained in this Code of Conduct form a core part of the company's working culture. The company considers strict compliance with these principles to be indispensable and holds each individual responsible. If an employee has concerns or complaints about the standards contained in this Code of Conduct, or knowledge of any violation of the standards of conduct contained herein, he/she is required to immediately bring this to his/her supervisor for clarification. If an employee is not satisfied with the clarification, he/she may also confidentially contact the Human Resources Department, the Company's Works Council (if instituted) or the Management.

In addition, any employee can report a violation of the Code of Conduct confidentially and discreetly via the whistleblower system of zwissTEX Germany GmbH:

E-Mail: ethik@zweistex.com

Serious violations of the rules endanger the social and economic interests of the company. If there are indications or concrete evidences of a violation of the Code of Conduct, managers are obligated by their function as role models to immediately contact the appropriate bodies. Objections or complaints raised in good faith are to be clarified objectively, openly and without accosting the persons concerned.

zwissTEX Germany GmbH reserves the right to check compliance with all requirements specified in this Code of Conduct at the contractual partner's premises after prior notice and in the presence of representatives of the contractual partner. It may do so during normal business hours and in accordance with the respective applicable law.

Legal consequences of violations of the Code of Conduct of zwissTEX Germany GmbH

If a contractual partner violates these laid down basic principles, zwissTEX Germany GmbH sees itself obliged to extraordinarily terminate the business relations with this contractual partner. However, instead of extraordinary termination, zwissTEX Germany GmbH may also take alternative measures if the contractual partner assures and can prove in writing that it has immediately initiated suitable measures to prevent future violations.



Confirmation of the supplier or commissioned third party

We hereby confirm that we have received and understood the zwissTEX Code of Conduct.

We assure that all our actions are carried out in accordance with the contents of the zwissTEX Code of Conduct.

Company name

Company number

Name & Function

Date, Location & Signature



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