



Code of Conduct

Our Values in Dealing with Each Other

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We treat each other with respect and appreciation. For many years our maxim has been the „human factor“ based on the values of:

- trust
- credibility and
- reliability.

In our daily work we take the „guidelines for good communication“ into account. Harassment, mobbing or violence of any kind at the workplace is not tolerated by us in any form.

Our employees are hired, promoted and rewarded on the basis of their skills, performance and behaviour. There is equal opportunity for everyone. At the ensian group, no one is discriminated against on the basis of age, gender, nationality, religion, sexual orientation, disability, political views, ethnic origin or comparable characteristics.

Female applicants and employees with equal aptitude are given preference over male applicants and employees when filling positions in order to achieve a balanced ratio of male and female employees.

The safety and health of our employees is our top priority. It is our concern to offer a healthy working environment and the highest possible degree of job security.

Every employee is trained by us in accordance with current health and safety regulations and is responsible for health and safety at work according to his/her duties, skills and experience.

Compliance with Laws and Regulations

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We comply with the respective national and international laws and legal regulations as well as the ethical rules contained in this code of conduct.

We use or establish processes and tools that enable or facilitate compliance with the law.

Our business policy is characterised by fairness and honesty. We ensure that all activities within our sphere of influence have no negative impact on human rights. We are guided by the internationally recognised principles for the protection of human and labour rights, as expressed in the United Nations Universal Declaration of Human Rights, the ILO core labour standards and the UN guiding principles for business and human rights.

We expect our business partners and suppliers to comply with their due diligence in regard to possible legal or even human rights violations within their value chain. We do not use any products and services that are or have been created from forced labour, child labour or any form of economic exploitation in slave-like dependence.

We respect the intellectual property rights of competitors and third parties. We comply with confidentiality obligations arising from confidentiality agreements or similar agreements.

Prohibition of Bribery and Corruption / Dealing with Gifts and Conflicts of Interest

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We do not tolerate bribery or corruption, nor do we accept or grant any advantages. Orders with an expected annual volume of 5,000 EUR or more may only be placed on the basis of the „dual-control” principle and after prior initial supplier consultation with the purchasing department. Gifts from suppliers or business partners always go to our Christmas tombola.

In case of conflicts of interest, your direct manager or the human resources department should always be informed in order to resolve the conflict in the interest of the ensian group. A conflict of interest exists if the personal interests of individuals does not coincide with the interests of the ensian group. Personal interests may also relate to family members, relatives and friends. It is our objective that cooperation with representatives or trading partners has to stand up to a third party comparison and may not be used to circumvent rules for fighting corruption.

Participation in illegal agreements or practices restricting competition is prohibited. This also applies to agreements with competitors, in particular regarding conditions, market sharing or prices. We welcome cooperation aimed at raising ecological and social standards, but it must never undermine anti-trust law.

Our correct accounting and bookkeeping is based on the fact that our data, information and records correspond to the actual circumstances. Compliance with applicable laws and accounting standards ensures that the financial information we report and publish reflects the actual status of the ensian group.

Exclusion of Customer Orders and Export Restrictions

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In accordance with our mission statement, we categorically reject any military application of our products. If there are any suspicious facts, management must be informed. We fully comply with any export restrictions imposed by national or supranational legislators and organisations.

If there are any unclear arrangements, we will clarify them through our internal or external experts. We work closely with the relevant authorities to obtain the necessary export licences and do not use third party organisations or persons to circumvent existing embargoes.

Money Laundering and Criminal Payment Transactions **10**

We refrain from making payments, and report cases to the authorities, if there are any suspicions that they could be related to money laundering, other criminal activities, or the financing of terrorism.

Setting an Example in Environmental and Social Standards

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We are aware of our responsibility to our employees and society and motivate other companies to follow our example.

We consider requests for our environmental and social standards favourably but within the sphere of the employees concerned, who are responsible for their own decisions.

We protect personal and confidential information of our employees, customers and other stakeholders from unauthorised access by technical and organisational measures.

Further information on data protection can be viewed at any time in the valid data protection declaration.

Handling of Company Property

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We use the property and resources of the ensian group appropriately and carefully and protect them from loss, theft or misuse. In addition to the material property, the intellectual property of our company represents a competitive advantage.

Together with managers, our employees are responsible for ensuring that the type and scope of business trips are always in proportion to the purpose of the trip and that they are planned and carried out with due consideration for time, costs and environmental aspects.

If there are any concerns regarding compliance with our principles in this code of conduct, please raise them in the spirit of our open communication. Any violation may result in a loss of reputation and legal disadvantages for the employee concerned, his/her colleagues and for the ensian group.

Violations of the ensian group code of conduct can be reported immediately to your direct or other manager or to the human resources department. You may also contact a member of the management and the administrative board at any time. We treat any reporting of a breach of the code of conduct confidentially and protect employees who raise concerns from the negative consequences of their actions.