

Code of Conduct for PrehKeyTec GmbH

General Basics

Our company, PrehKeyTec GmbH, depends on the trust that customers, suppliers, employees and the public place in us. Our reputation is significantly shaped by the appearance, actions and behavior of each individual employee. We work with people regardless of their race or ethnic origin, gender, religion or belief, disability, age or sexual identity and treat them equally. Our Code of Conduct is built on important principles, rules and behavioral guidelines that PrehKeyTec GmbH does acknowledge. Every employee is obliged to comply with these guidelines. Together with our existing contractual and operational rules and guidelines, they serve as a guide for our employees. The Code of Conduct defines the essential basic principles of our entrepreneurial activities. These principles are the basics for our work with the goal to avoid situations that call into question the integrity of our conduct. We see the Code of Conduct as a living set of rules that is updated and improved in line with legal and social changes.

Our Basic Principles

- We support observance with **internationally recognized human rights**. We strictly reject any kind of forced labor or child labor. We are guided by the principles of the UN Global Compact.
- We actively **prevent any form of corruption** in all areas of responsibility! We resolutely oppose all forms of taking advantage, be it in the form of monetary donations, donations in kind or other benefits. This also includes benefits regarding invitations to professional events and business appointments (such as overnight stays and hospitality) that exceed the usual level of expected costs.
- We act intentional **against any cartel formation** and **do not make any agreements** with competitors (horizontal agreements), suppliers and customers (vertical agreements) that could lead to a misuse of a dominant market situation.
- We treat our employees with **respect and appreciation**. We comply with fair contracts, occupational safety and health and maternity protection. Obeying the rights of people with disabilities, honoring minimum wages, works constitution and tariff law are basic principles for us. As equally important to us is the correct deployment of temporary employees and employees with foreign nationality as well as observing the social security and income tax law.
- Our **environment and the implementation of sustainable behaviors** are our focus. We are aware of our emission-related processes and work on their minimization. We always fulfill waste law obligations as well as hazardous materials regulations.
- We handle data and information responsibly and ensure **compliance with the GDPR** in all areas of our business activities.

Mellrichstadt, Feb 21st, 2022



Robert Hoffmann
Managing Director
PrehKeyTec Verwaltungs-GmbH



Erik Miersch
Managing Director
PrehKeyTec GmbH