

Code of Conduct
of **GAUFF** GmbH & Co. Engineering KG
and its affiliated companies and subsidiaries



As internationally operating company, **GAUFF** GmbH & Co. Engineering KG and her holding and affiliate companies (“**GAUFF** Engineering”) are aware of their responsibility to respect and promote universal values as well as to deepen the common understanding of "right or wrong" internally. We, as **GAUFF** Engineering, are convinced that values must be lived. Therefore, in our opinion sustainable entrepreneurship is inextricably linked to the respect of legal and ethical principles.

This Code of Conduct is more than just a first guide for daily business. It contains the principles of our corporate culture and constitutes a binding standard of conduct for fair, responsible and honest behavior of **GAUFF** Engineering and its staff, towards which each employee can and has to orient his behavior "WE" stands for each manager as well as each and every employee of **GAUFF** Engineering:

WE

strictly adhere to all applicable laws and regulations, do everything possible to ensure compliance with them and fulfil our respective obligations fairly and responsibly.

WE

consistently apply the laws and the company-wide principles for the avoidance of corruption and other serious conflicts of interest, we will not take any decision but on the basis of objective criteria, not allowing ourselves to be influenced by personal interests of third parties, cease corrupt practices in business relations and always act with absolute integrity, we provide for a fair competition and in particular will not participate in unfair trading agreements hindering a free market.

WE

act honestly, transparently and in accordance with the aims, objectives, and policies of **GAUFF** Engineering.

WE

respect and protect the observance of human rights and the dignity of man at any time.

WE

do not disadvantage, promote, harass or exclude anybody because of his race, ethnic origin, gender, religion or worldview, disability, age or sexual orientation and do not tolerate any discrimination - for whatever reasons.

WE

respect and protect the prohibition of bullying and sexual harassment and take immediate and strict action against all forms of sexual offences and other personal attacks on individuals.

WE

treat sensitive information confidentially, preserve trade secrets and confidential information and will not transmit to third parties confidential information or documents or make them available in any other way without authorization and do not use our internal knowledge to enrich ourselves or others.

WE

handle any **GAUFF** Engineering property with care and appreciation and always protect our working equipment.

WE

are working together to improve ourselves continuously, in order to provide our colleagues and customers with top quality.

WE

tackle our tasks collaboratively as a functioning team by combining our respective strengths.

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WE

act in social and environmental responsibility.

WE

strive for the highest level of safety at work and commit ourselves to health protection.

WE

assume our respective responsibilities and think and act pro-actively.

WE

are all human beings making mistakes, which we admit in an open and square manner. We are learning from our mistakes, so that we are able to avoid them in the future.

WE

scrutinize our actions pro-actively, look beyond our own noses and seek jointly for new methods and solutions.

WE

treat our business partners and each other fair, appreciative and with respect, and actively support one another.

WE

handle the individual and cultural variety at **GAUFF** Engineering in a sensitive way and consider this diversity as an enrichment.

WE

are open to different opinions and criticism and do personally express it in a constructive manner.

WE

communicate openly with each other, compare notes, and gladly share our knowledge and experiences with other employees.

The principles of **GAUFF** Engineering in this Code of Conduct are the cornerstone of our corporate culture and stand in addition to the applicable provisions of the legislator to our guidelines. We will dissociate ourselves from individuals or companies that consciously and persistently violate our Code of Conduct and especially the dignity of man.