

# Code of Conduct

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## Human Solutions GmbH

(hereinafter "Human Solutions")

September 2021

As Human Solutions and part of the Humanetics Group, we are proud to be the leading driver of digitalization and innovation in ergonomics.

We have made it our goal to be the leader in all the markets we serve. Our joint efforts are based on the three values listed below – they guide all our day-to-day business actions, for which we assume responsibility at all times:

- 1. Responsibility in the workplace**
- 2. Responsibility as a member of society**
- 3. Responsibility as a business partner**

We commit all our company employees, suppliers, and service providers to consistently comply with and implement these values. The Code of Conduct serves as a binding guideline for us in our day-to-day work, and internal guidelines and contractual employment agreements supplement it. Of course, we also comply with national and international legal regulations. Through the Code of Conduct, we are fulfilling our social, ethical and ecological responsibility to be a reliable and responsible partner in our range of products and services for the future.

## 1 Our responsibility in the workplace

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### 1.1 Industrial safety and health protection.

The health of our employees is the most critical aspect of industrial safety. To guarantee this, we comply with all national regulations such as laws, guidelines and ordinances, rely on health-friendly workplaces and stress-reducing working time models, and push for continuous further development of workplaces and working conditions to improve health. At regular inter-

vals (at least annually), all employees are demonstrably instructed by competent employees or external service providers. All facilities are checked, and their proper use is ensured thanks to regular inspections and risk assessments. We organize training on business ethics as needed to communicate and educate all of our employees about these policies.

## **1.2 Prohibition of child labor**

Child labor shall not be used at any stage of production or service delivery. Together with all our suppliers and service providers, we proactively enforce the legal requirements regarding the minimum age for employment and the protection of children.

## **1.3 Wages, social benefits and working hours**

To show our appreciation for our employees, we naturally comply with all the legal requirements regarding working hours, overtime and wages. We also offer our employees further support and social and fringe benefits over and above the legal requirements.

## **1.4 Free choice of employment**

We do not accept any form of forced or compulsory labor, neither at our company nor at our suppliers and service providers. All employees are free to terminate their existing employment relationship at any time, subject to the usual notice periods. Similarly, they may not be required to surrender their identification documents, passport, or work permit as a condition for obtaining employment.

## **1.5 Freedom of expression**

We value our employees and their opinions. Accordingly, they always have the right to communicate openly with management (the CEO) or their superiors about working conditions without fear of reprisals, in whatever form they wish.

## **1.6 Prohibition of disciplinary sanctions, harassment and discrimination**

Human Solutions does not tolerate any form of discrimination. We believe that the prohibition of discrimination against gender, origin, culture,

religion, skin color, language, world views, political views, age and sexuality is essential. Of course, this also applies to our suppliers and service providers, as does the prohibition of any physical or psychological punishment of employees – and it also applies in particular when employees report corporate practices that violate national, international or internal regulations. Any form of harassment in the workplace is also strictly prohibited.

## **1.7 Privacy**

We protect the personal data of employees, former employees, customers, suppliers and other affected or involved persons. We only collect, survey, process, use and store personal data following legal requirements.

## **1.8 IT security**

Information technology (IT) or electronic data processing (EDP) is indispensable in everyday working life. Nevertheless, it harbors many risks, the most hazardous of which include the impairment of data processing by malware (viruses), the loss of data due to program errors and the misuse of data (e.g. by hackers). We keep a close watch on our IT and EDP security systems and comply with the valid regulations.

## **1.9 Security and protection of information, knowledge and intellectual property**

Human Solutions holds internationally protected patents and possesses extensive operational and trade secrets as well as technical know-how. This knowledge forms the foundation of our business success. Unauthorized disclosure of such knowledge can cause very high losses for the company – and it can also have labor, civil and criminal law consequences for the employee concerned. We are aware of the value of proprietary know-how, and we protect

it very carefully. We recognize the intellectual property of competitors, business partners and other third parties.

## **2 Our responsibility as a member of society**

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### **2.1 Environmental responsibility**

Sustainability and the protection of the environment can only succeed if the entire society participates; therefore, it is also our company's duty to actively care for the environment. To achieve this goal, we are committed to the precautionary principle; we take the initiative to promote environmental responsibility and continue to drive the development and spread of environmentally friendly technologies.

### **2.2 Environmentally friendly production and services**

We must ensure that the environment and natural resources are optimally protected during all our production phases and our provision of services. This involves a proactive approach to minimize or avoid the consequences of incidents that may harm the environment. The implementation and further development of energy- and water-saving technologies, work processes and equipment are essential in this respect. The primary goals here are emission reduction, re-use and the recycling of waste, and we must also ensure that the air quality is protected.

### **2.3 Environmentally friendly products and services**

To make our entire range of products and services as environmentally compatible as possible, all the processes involving the products manufactured along the supply chain and their upstream stages must comply with the environmental protection standards of the products' respective market segments. This also includes all the materials and substances used in production. Chemicals and other substances that may pose a hazard if released into the environment are strictly controlled to prevent harm to humans and the environment itself. To this end, we use a management system based on a hazardous substances register. This enables us to safely handle, transport, store, recycle, re-use and dispose of potentially hazardous substances through appropriate procedures. In this way, we ensure that our production and services maintain the lowest possible environmental impact and that legal compliance is always ensured.

### **2.4 Responsible procurement of raw materials**

To ensure that the entire supply chain of our products and services is environmentally compatible, we require our suppliers and service providers to prove that raw materials are procured and resources used in a responsible

manner, and this is why the procurement and use of raw materials obtained illegally or through ethically reprehensible or unreasonable measures are not permitted.

The use and procurement of raw materials affected by embargoes or other import re-

strictions, such as conflict minerals, are also excluded. Upon request, the suppliers of our initial products and raw materials are obliged to disclose the origin and sources of the raw materials they use to ensure that they can adhere to these regulations consistently.

### 3 Our responsibility as a business partner

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#### 3.1 Fighting corruption

Corruption in any form whatsoever significantly damages trust, fair competition and the economy. This is why we expect the highest level of integrity in all business activities and relationships, both in business with us and with our suppliers and partners. Any form of corruption, bribery, extortion and embezzlement is strictly prohibited, and we will prosecute the perpetrator(s) of these crimes. To prevent conflicts of interest, especially in management and decision-making positions, or to regulate them if they arise, critical political offices and decision-making positions must be reported to our management. Since integrity and trust are of the highest priority for **Human Solutions**, through which conflicts of interest may arise are unacceptable and prohibited.

#### 3.2 Management systems

In order to implement all the above regulations, we expect our suppliers to use and maintain management systems that ensure the implementation, control and documentation of the principles listed here.

We also prefer suppliers and service providers who actively implement an up-to-date quality

management system certified by ISO 9001 or equivalent systems. Business relationships with companies that violate the rules of these sustainability regulations are not possible.

#### 3.3 Fair competition

We expect our suppliers and service providers to comply with international and national fair competition laws without being asked to do so. The provisions on unfair competition and the antitrust laws are of great importance for us in this regard. Agreements made with competitors regarding prices, sales conditions, quantity restrictions, territorial allocations and bids for public tenders are strictly prohibited.

#### 3.4 Export controls and economic sanctions

To ensure that offenses are appropriately punished and sanctions are effective, **Human Solutions** strictly complies with all official restrictions on the import, export and re-export of goods, services, technologies, know-how and software. These restrictions can affect countries as well as regions, companies, organizations and individuals.

### **3.5 Prohibition of money laundering and the financing of terrorists**

Almost all the countries in the world have laws against money laundering and the financing of terrorists. Money laundering occurs when funds or other assets derived directly or indirectly from criminal acts are introduced into the legal economic cycle, thus concealing their origin. Terrorist financing occurs when funds or other resources are provided for terrorist offenses or to support terrorist groups. A participant who is unaware that money is being laundered through the legal transaction or transfer in question is nevertheless liable for punishment under money laundering laws. Money laundering offenses, either intentional or unintentional, can result in severe penalties for all those involved. We carefully verify the identity of customers, business partners and other third parties with whom we seek to do business. Our declared goal is only to maintain business relationships

with reputable partners whose business activities comply with legal regulations and whose operating resources are of legitimate origin. We immediately allocate incoming payments to the relevant services and book them – and we ensure that payment flows are transparent and open.

### **3.6 Financial responsibility and disclosure of information**

Of course, we at **Human Solutions** assume our social responsibilities, particularly concerning our finances and transparency. We conscientiously keep and maintain our business records, such as financial reports and quality reports, and report on them within the framework of the legal requirements. The maintenance of our records adheres to the applicable laws and generally valid accounting principles. Record keeping and maintenance also include the legal disclosure of financial and non-financial information, and such disclosure is based on both regulations and industry standards.