

Code of Conduct

STATEMENT OF THE MANAGEMENT

The Hettich Group, based in Tuttlingen, embodies a set of beliefs and values that shape its identity. As a family-run company, we are committed to quality and place a strong emphasis on people, recognizing the importance of customers, employees, and the community. Rooted in principles such as partnership, reliability, and trust, Hettich dedicates itself to being a global player with a cosmopolitan outlook while maintaining its roots in Tuttlingen.

At Hettich, we value sustainability, customer-oriented approaches, and a long-term perspective, with endurance, consistency, and credibility at the forefront. The familial atmosphere is a central element, creating a supportive environment for employees and customers.

Our core competencies lie in comprehensive manufacturing processes and deep knowledge and technical expertise in centrifugation, combined with the ability to find solutions for highly complex technical challenges. We translate our understanding of customer needs into innovative solutions by combining regulatory expertise and high technical quality. This results in a comprehensive portfolio of high-performance products and a high level of technical and perceived product quality.

Focusing on overall operational and lifecycle costs, Hettich stands out through exceptional service quality, research and development competence, and a brand image "Made in Germany." The customer-oriented philosophy, long-term orientation, resilience, and agility of a family-run company contribute to Hettich's unique selling points, making it a leading company in the global market.

Our conduct significantly influences this. In this code of conduct, we establish the behavioral rules for lawful and ethically sound conduct in business transactions. It is binding for all managers and employees (hereinafter collectively referred to as "employees") of the companies belonging to the Hettich Group.

We also expect our suppliers, distributors, and other business and cooperation partners (hereinafter collectively referred to as "suppliers," "distributors," "business partners," and "cooperation partners") to adhere to the code of conduct and to demand similar commitments within their sphere of influence.

Tuttlingen, June 27, 2024



Klaus-Günter Eberle
Managing Director



Kristina Eberle
Managing Director

INTEGRITY OF THE COMPANY

1.1. Compliance with the law

In the countries where we operate, we adhere to the applicable laws. This aligns with our core values and is independent of potential penalties. We emphasize that lawful conduct is not only an obligation but also in the best interest of our employees. This is especially important in countries where law enforcement does not always follow the principles of the rule of law. Every employee is encouraged to familiarize themselves with the relevant regulations within their area of responsibility and to comply with them diligently. In case of uncertainties, the supervisor is available for clarification.

1.2. Prohibition of bribery and corruption

In business contexts or interactions with authorities, it is strictly forbidden for employees to promise, offer, grant, solicit, accept, or procure improper advantages for business partners, their employees, or officials, either directly or indirectly. Likewise, employees must not solicit or accept improper advantages from business partners. An advantage is considered improper if its nature and extent are likely to influence the recipient's actions and decisions.

1.3. Ensuring fair competition and prohibition of cartels

Hettich is committed to fair and open competition in global markets. Any anti-competitive price-fixing agreements with competitors or agreements on market division, as well as the abuse of a dominant market position, are strictly prohibited. These prohibitions extend not only to explicit agreements but also include coordinated behaviors.

1.4. Combating money laundering

Money laundering refers to the process of introducing illegally obtained money or unlawfully acquired assets into the legal financial and economic system. Hettich is actively engaged in measures to combat money laundering globally. Payments of dubious origin are subjected to careful scrutiny before acceptance. As a general rule, cash payments should not be accepted.

1.5. Foreign trade law and export control

We comply with all regulations governing cross-border trade, particularly adhering to existing import and export restrictions and obtaining necessary permits.

1.6. Data protection

We handle the personal data of our colleagues, business partners, and other affected individuals responsibly and confidentially. We use personal data exclusively for

the purposes for which it was provided to us. To ensure the protection of this data, the required diligence must be applied within the scope of assigned tasks. In case of uncertainties regarding the lawful handling of personal data, every employee is encouraged to contact the designated employer representatives or the company's data protection officer.

1.7. Protection of trade secrets and information

Every employee is obligated to keep confidential business information about or from Hettich Group companies or business partners that has not been publicly disclosed. Measures must be taken to prevent unintentional disclosure, and this information should only be used within the scope of business necessity. Employees are expressly prohibited from unlawfully obtaining third-party trade secrets. In special situations, such as sensitive development projects requiring increased confidentiality, this must be maintained even among colleagues.

1.8. Avoidance of conflicts of interest

A conflict of interest arises when an employee's personal interests conflict or could potentially conflict with the interests of Hettich. Employees should avoid situations where their personal interests contradict their duties to Hettich. If such a conflict of interest arises, the employee is obligated to inform their supervisor. Prior approval from Hettich is particularly required for business side activities, especially if they are related to Hettich's competitors.

1.9. Reporting

Honest internal and external reporting is fundamental to trustworthy and effective cooperation.

1.10. Product safety

The Hettich Group sets the highest standards for the safety of its products. We continuously develop our products and safety concepts in line with the current state of technology. We monitor our products globally for potential issues and take appropriate measures when necessary.

We recognize the potential environmental risks, such as handling mercury, persistent organic pollutants, or hazardous waste, and are aware that these risks can also have adverse effects on human health. Our company-wide environmental and safety mission forms the framework for our operational environmental protection. We continuously review the compliance of our activities with applicable international agreements.

EMPLOYEES AND WORKING CONDITIONS

2.1. Working conditions

We respect applicable labor laws and regulations and protect the rights of our employees, especially concerning the right to unionize in accordance with the relevant laws and regulations. Compensation is in accordance with applicable laws and regulations, and working hours comply with the respective legal requirements.

2.2. Safety and health

Safety and health in the workplace are our highest priorities and always take precedence. Hettich is committed to providing a safe and healthy work environment for its employees. Every employee is encouraged to be vigilant and use protective equipment when necessary. In case of deficiencies, it is the duty of every employee to inform the relevant safety officer or their supervisor.

2.3. Prohibition of discrimination

All employees are treated equally regardless of gender, age, skin color, ethnic origin, sexual identity and orientation, disability, religious affiliation, beliefs, or other personal characteristics.

2.4. Handling Company Assets

Hettich provides employees with the necessary resources for their work performance, including facilities, equipment, and other assets such as know-how. Employees are obligated to handle these resources carefully and protect them from loss, theft, or damage. Hettich's assets should generally only be used for business purposes, and private use is only permitted with written consent.

SOCIAL RESPONSIBILITY AND ENVIRONMENTAL PROTECTION

3.1 Respect for Human Rights

Hettich respects human dignity and is actively committed to upholding and protecting human rights. Every employee is obligated to ensure that these general human rights are respected. Our goal is to continuously improve and develop the implementation of human rights due diligence. This fundamental statement illustrates the commitments we have made and our dedication to respecting human rights and the environment.

3.2 No tolerance for forced and child labor

Hettich does not tolerate any form of child labor or forced labor. All forms of employment must be voluntary, and it must be possible to terminate the employment relationship. We strictly reject any form of employment where employees are directly or indirectly forced to work through violence or intimidation.

3.3 Environmental protection and sustainability

Protecting humans, including our employees, also requires protecting our environment. Therefore, our company is committed to responsible and sustainable environmental practices and resource management. We actively pursue these goals.

IMPLEMENTATION & HANDLING OF VIOLATIONS

4.1 Implementation of the Code of Conduct

The management of the Hettich Group companies is responsible for ensuring that executives and employees are adequately familiar with and comply with this code of conduct.

4.2 Handling violations

Hettich does not tolerate violations of these conduct guidelines. Therefore, the company reserves the right to terminate contractual relationships with business partners or take employment-related actions against employees. Additionally, criminal and civil consequences may ensue. However, our common goal is to avoid such far-reaching consequences.