



# CODE OF CONDUCT

GUIDELINES FOR BUSINESS OPERATIONS

## INTRODUCTION

We - the company Baytek Industriesysteme GmbH - have been established in Germany since 1996 as a manufacturer of professional monitors, panel PCs and PCs for critical fields of application.

The success of our business and the resulting social responsibility we bear cannot be separated from one another.

Conscientious and morally correct behaviour towards our employees, business partners, society and the environment is integral to our corporate DNA.

For us, it is a matter of course that our business relationships be based on fairness, lawfulness and sound moral principles. In turn, this is also expected in the mutual relationships with our employees, customers and suppliers.

The Baytek code of conduct is based on the principles of international standards for conscientious business management.

These include e.g. the Global Compact of the United Nations (UN), the Organisation for Economic Co-operation and Development (OECD) Guidelines for Multinational Enterprises as well as the International Labour Organisation (ILO) conventions and core labour standards.

The guidelines mentioned in this code of conduct hereby establish the binding minimum requirements in the business relationship with Baytek.

We expect our business partners to meet these standards.

The term "business parties" used in this code of conduct includes Baytek, our customers and our suppliers.



## COMMON LAW

The business parties shall comply with applicable national and international law. They shall comply with international business legal requirements. Every form of corruption, bribery, fraud and other behaviour causing financial loss is condemned. The rules pertaining to existing antitrust and trade law shall be complied with, as shall the rules regarding financial reporting to official agencies.

### LAW

Compliance with all generally accepted applicable laws and regulations is a matter of course for the business parties, because this is the only way for a trusting and long-lasting business relationship to exist. All business parties recognize the relevant regulations, laws and guidelines which apply to them.

### PROVISIONS

National and international laws regulate the importing and exporting of goods, as well as movement of capital. It is therefore necessary to ensure that these business dealings never lead to prevailing economic embargos or regulations of trade, import and/or export controls being contravened.

### CORRUPTION

The business parties condemn and prohibit any form of bribery whatsoever. The business parties may not request, promise or accept any personal benefits, in particular invitations, gifts or other benefits, which could have an effect on their business decisions.

### CONFLICTS OF INTEREST

The business parties shall ensure the clear separation of professional and private interests. Business decisions may not be made on the basis of private interests or relationships, but shall be made solely on the basis of professional qualifications.

### ECONOMIC FRAUD

Any form whatsoever of fraud or economically damaging offence (e.g. embezzlement, theft, misappropriation, tax evasion or money laundering) is prohibited.

### UNFAIR COMPETITION

The business parties shall make no intentionally misleading or false statements. False statements or misleading information about products and services can result in damage. This goes against the

principles of fair competition and is therefore prohibited.

### ANTITRUST LAW

The business parties shall comply with the rules of fair competition in a free market economy. They condemn collusion with market participants, suppliers, distributors and customers. This includes: Price fixing among market participants, unlawful sharing of internal company information with competitors, etc.

### FINANCIAL REPORTS

Business transactions, assets and liabilities shall be recorded and documented by the business parties in compliance with the legal requirements. False or misleading entries must not be made in documents relevant for financial accounting. Any form whatsoever of balance sheet manipulation or tax fraud is prohibited.

### CONFIDENTIAL INFORMATION

The business parties shall ensure that confidential information and data are stored with due diligence and not passed on or made accessible to unauthorized parties.

### DATA PROTECTION

With regard to personal and company data, the business parties shall follow the applicable laws and company regulations of the General Data Protection Regulation (GDPR).

### PRODUCT SAFETY

The business parties develop, produce and/or distribute products which are safe and free from defects, and services which are always of high quality. Therefore, the products and services procured by the business parties must also be free from defects as well as dangerous or harmful properties. The business parties shall fulfil all activities and tasks in association with other business parties with due diligence and conscientiously.

## EMPLOYEE AND HUMAN RIGHTS

The business parties recognize the principles of the "Universal Declaration of Human Rights" of the UN Global Compact, the UN Guiding Principles on Business and Human Rights and the ILO core labour standards.

### LABOUR CONDITIONS

Any form whatsoever of forced and/or child labour at the business parties is prohibited. The legal regulations for ensuring fair labour conditions, including those regarding compensation, hours of work and protection of health, are adhered to by the business parties. Within their companies, the business parties ensure compliance with the respective applicable national worker's rights and recognition of the core labour standards of the International Labour Organization (ILO) as well as the rights established by the Organisation for Economic Co-operation and Development (OECD). The business parties shall also ensure that their suppliers comply with the aforementioned worker's rights.



The business parties shall comply with the legal regulations for fair labour conditions and make it possible for their employees to raise concerns openly and without fear of reprisals. Attempts to intimidate employees who in good faith report actual or presumed misconduct are not tolerated. The business parties also provide their employees with a means to report potential violations in confidence.

### ANTIDISCRIMINATION AND HARASSMENT

Human resources decisions, e.g. hiring, promoting or disciplinary measures, are made free from any discrimination whatsoever. There shall be no discriminating behaviour towards employees or applicants on the basis of ethnicity, nationality, gender, parenthood, marital status, age, a disability, religion or for other reasons which fall within the ban on discrimination. The business parties maintain respectful and dignified dealings with their employees, free from harassment, mobbing or intimidation. They respect the dignity and personal rights of their employees and the employees of third parties with which they have business dealings.

### OCCUPATIONAL HEALTH AND SAFETY

The business parties ensure a healthy and safe work environment for their employees by complying with the laws and regulations regarding occupational health and safety. It is the duty of the business parties to ensure that appropriate procedures and safety measures to ensure occupational health and safety at the workplace are in place.



## ENVIRONMENT

The topics of environmental and climate protection as well as the responsible use of natural resources form the basis of our obligation to sustainable business management, both at Baytek and at associated companies. We comply with the applicable regulations for active protection of the environment and also expect this to the fullest extent from our business partners and their suppliers. At a minimum, this includes compliance with the following guidelines and regulations:

### RoHs

The business parties shall ensure compliance with the currently applicable EU guidelines, which serve to limit the use of certain hazardous substances in electrical and electronic devices.

### REACH

The business parties shall ensure compliance with the currently applicable EU regulations, which regulate the registration, evaluation, authorisation and restriction of chemicals. As an EU regulation, REACH is equally and directly applicable in all member states.

### WEEEEE

The business parties shall ensure compliance with the currently applicable WEEE regulations, which serve to avoid waste from electrical and electronic devices and the reduction of such wastes through reuse, recycling, returns and other forms of utilisation.

### CONFLICT MINERALS - OECD GUIDELINES

The business parties shall ensure compliance with the current OECD guidelines with regard to raw materials and other goods designated as conflict raw materials, conflict resources or in specific cases conflict minerals (conflict commodities), which are cultivated or extracted in conflict regions. The principle of the due diligence audit (due diligence test and due diligence verification) has been established in our company, in order to ensure that such conflict minerals are not contained in our products. We therefore also expect proof of the due diligence audit from our business partners.

### RESOURCES

The business parties are aware of the ecological impacts of their business activity and feel that they are obligated to continuously improve their environmental balance through preventative

measures and the use of more environmentally friendly technologies. They protect the natural resources and strive to reduce environmental impact to a minimum through saving of material, energy saving planning as well as avoiding, reducing and recycling of waste.

### IMPLEMENTATION

The business parties ensure implementation of and compliance with the code of conduct to the minimum standard in the contractual relationship. To this end, the business parties convey the stated values and principles to their employees and suppliers and ensure that the minimum standard of these principles is observed and adhered to.

### COMMUNICATING THE CODE OF CONDUCT

Since the minimum principles of the code of conduct should be complied with throughout the entire supply chain, the business parties shall inform all parties of these principles. The goal is for this code of conduct to be implemented in a sustained manner.

### NONCOMPLIANCE

Baytek expects its business partners to pass on the principles and requirements of this code of conduct and to work towards compliance with and to promote and monitor the agreed upon content. In case of suspected violation of the requirements of this code of conduct (e.g. negative media reports, information from employees, etc.), Baytek reserves the right to obtain further details about the circumstances. If the implementation of such measures doesn't occur within the agreed upon time or if the provisions of this code of conduct are generally not met, then this is deemed to be a material impairment of the contractual relationship and the contractual basis. In these cases, Baytek reserves the right to terminate the agreed upon contract.

## Quality First since 1996

Thank you for your interest in our products and services.

Our employees are happy to help and look forward to hearing from you.

## YOUR DIRECT CONTACT

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