

Code of Conduct

Summary for employees

1. Voluntary employment

Each employee's occupation at the companies and establishments of the CALIDA Group is voluntary. This specifically prohibits any form of forced labour.

2. Freedom of association

Employees have the right to form trade unions and to join them. Membership in a trade union is not grounds for prejudice against employees.

3. Prohibition of child labour

Children and youth under the age of 16 must not be employed. An exception to this is trainee agreements with youth who have completed their compulsory schooling. Holiday jobs for children and youth who have not reached the minimum age of employment must be remunerated and such remuneration is to be paid specifically for this purpose.

4. Prohibition of discrimination

Employees are employed on the basis of their skills and suitability for their respective position. Discriminative treatment of employees due to race, skin colour, religion, nationality, origin, political or union activities or their gender or age is prohibited.

5. Occupational health and safety

A safe and hygienic working environment at the local workplaces must be ensured. Physical mistreatment, threats of physical violence and mistreatment, unusual punishment and disciplinary measures, sexual and other harassment and intimidation are forbidden.

6. Working hours

The working hours are defined in accordance with the prevailing laws and standards of the industry in the respective country.

7. Suitable remuneration and career advancement

The CALIDA Group pays salaries that are at least equivalent to the minimum salaries according to law or the industry in the respective country. Employees are promoted on the basis of their skills.

8. Relations to contractual partners and customers (corruption)

The CALIDA Group builds its reputation on the quality of the products, services and customer support it offers. No personal advantages may be demanded, assumed, offered or granted for preference shown during the initiation, awarding or handling of a contract.

No gifts may be accepted from contractual partners or customers. The sole exception to this are customary business and promotional gifts.

Personal or financial relations with a supplier, or company that would like to become such a supplier, that go beyond contact for the purposes of professional duties for the CALIDA Group, must be immediately reported to the superior and by the superior to the management.

9. Expression of opinion of employees

When giving personal opinions publicly, an employee may not cite his or her function within the company as his or her basis of authority without the prior consent of the management.

10. Company resources

Trade secrets and other confidential information must be treated in strictest confidence and protected against disclosure to unauthorized persons. Employees must handle all property of the CALIDA Group with care and follow the respective regulations on use, maintenance and correct disposal. Unauthorized removal or use of objects or immaterial rights of the CALIDA Group can be a violation of the regulations of criminal law and/or lead to termination of the employment contract.

11. Regulation regarding implementation and the obligations of suppliers and licensees

The CALIDA Group is the issuing body and is responsible for ensuring that the divisional managers are familiar with the code of conduct.

The managerial bodies of the divisions are responsible for its implementation by ensuring that all stakeholders are familiar with the code of conduct and comply with the rules described therein. All violations are to be reported in writing to the Group's management.

Furthermore, the divisions undertake to ensure that their contractors, subcontractors, suppliers and licensees comply with, support and cooperate with this code of conduct.

Violating these rules may result in contractual consequences.