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SMART CHEMISTRY
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CODE OF CONDUCT

THE FUNDAMENTAL STANDARDS OF CONDUCT
OF THE CHT GROUP



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OUR **POLICY** COMPRISES IN PARTICULAR...

This Code of Conduct comprises the most important basic rules and principles of our company. It provides a framework of orientation and applies equally to each of us - to the management, executives and to each individual employee.

In our business activities and our conduct, we observe the law.

Conduct with responsibility, lawfulness and integrity is of highest importance for our company's reputation and the confidence of our business partners and of the public. Together we are responsible for the reputation of our company.

If there are any hints or indications of violations of the rules of our Code, guidelines and/or laws, these will be reported to the responsible and/or superior manager who will investigate the facts and immediately bring them to the attention of the RBI Management Board. Remedial action is to be taken immediately and the violations are to be punished appropriately.

The Code of Conduct applies equally to all companies of the CHT Group. The managers of the domestic and foreign companies of the CHT Group are responsible for the implementation and communication of this guideline as well as for monitoring its observance.

The managers must set an example of integrity by their conduct and ensure that their assigned staff members understand the requirements of the Code, participate in all necessary training measures and get the necessary support from their respective organisations to comply with the Code of Conduct.

We expect our business partners to comply with the same standards that we apply to ourselves or with their own equivalent requirements in their own codes.



Dr. Frank Naumann | CEO



Dr. Bernhard Hettich | CTO



Axel Breitling | CFO

1. COMPLIANCE WITH LABOUR AND SOCIAL STANDARDS

- ▶ Respect of trade unions and company co-determination, relevant collective agreements and ethical principles
- ▶ Compliance with the safety regulations applicable at the respective workplace
- ▶ Responsible personnel management, respectful behaviour within the company and towards third parties
- ▶ Promotion of a diverse and integrative working environment
- ▶ Obligation to respect human dignity and refrain from any kind of discrimination, in particular, discrimination based on age, race, skin colour, gender, sexual orientation, origin, religion or disability
- ▶ No tolerance of child labour and forced labour within our group of companies, as well as the combat of child labour and forced labour at our partners along the procurement and supply chain

2. PREVENTION OF CONFLICTING INTERESTS

- ▶ Company decisions are exclusively made in the best interest of the company on the basis of objective criteria
- ▶ Conflicts of interest with private interests, other economic or other activities, including those of related persons or organisations, are avoided right from the start
- ▶ Presents, invitations or donations must not influence company decisions or create such an impression; in case of doubt, the management is to decide on this
- ▶ We must not influence the business decisions of our business partners by granting personal benefits, even to persons or organisations close to our business partners
- ▶ If conflicts of interest nevertheless arise, they must be resolved in compliance with the law and the rules of this Code of Conduct
- ▶ Possible conflicts are disclosed transparently to the responsible and/or superior manager

3. PREVENTION OF RISKS FOR HUMANS AND THE ENVIRONMENT

- ▶ Consideration of legal and technical requirements and standards for production and product safety to protect staff members, neighbours and business partners
- ▶ Compliance with environmental and health protection regulations
- ▶ Responsible and gentle use of materials and resources within the framework of our sustainability management, i.e. on the basis of economic, ecological and social aspects

4. PROMOTION OF FAIR COMPETITION

- ▶ Fairness towards competitors, avoidance of antitrust risks under anti-trust laws
- ▶ Emphasis on our strengths without discrediting competitors
- ▶ Fairness towards colleagues, competitors, customers and suppliers

5. PREVENTION OF MONEY LAUNDERING

- ▶ Prevention of money laundering activities, i.e. the transfer of assets resulting from criminal offences into the regular financial and economic cycle
- ▶ Unusual financial transactions that may give rise to suspicion of money laundering are disclosed to the competent authority

6. PREVENTION OF CORRUPTION

- ▶ Bribes are not a means of obtaining a contract
- ▶ Intolerance of corruption in cooperation with suppliers, customers, dealers, other business partners or public officials
- ▶ In case of doubt, refrain from doing business if corruption is suspected or bribes are demanded

7. GRANTING OF INFORMATION AND DATA PROTECTION

- ▶ Treatment of personal as well as company-related data in accordance with applicable data protection laws
- ▶ Protection of IT security, consideration of IT security guidelines
- ▶ Protection of confidential information and business records from access and inspection by non-involved colleagues and other third parties
- ▶ No data collection or processing without the consent of the data subject or legal permissibility

8. PROTECTION OF COMPANY PROPERTY AND THE PROPERTY OF BUSINESS PARTNERS

- ▶ Responsible use of company property by protecting the company's assets against loss, damage, theft, misuse and unauthorised acts
- ▶ Ensured protection of business secrets and intellectual property
- ▶ Respect of company property and intellectual property of competitors and business partners based on agreements and applicable legal provisions

9. CONSIDERATION OF IMPORT AND EXPORT REGULATIONS

- ▶ Verification of customer relationships within the framework of applicable national and international trading controls
- ▶ Compliance with import regulations and export restrictions for products and services

10. PRESENTS AND INVITATIONS

- ▶ We accept invitations and presents in business contacts and on the occasion of official company events only if they are socially adequate and correspond to trustworthy business practices
- ▶ Tax regulations have to be observed



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