

# **Corporate compliance principles**

## **Competition and antitrust law**

We act in the market as an honest and pfluent competitor and ensure that we are fully committed to complying with the applicable competition and antitrust laws. We reject any arrangement or agreement with other companies that violates competition or antitrust law and has the purpose or effect of restricting or preventing competition.

## **Corruption and bribery**

We accept neither corruption nor bribery. Our business relationships are based exclusively on objective criteria. In addition to quality, reliability and fair prices, these also include consideration of ecological and social standards as well as the principles of good corporate governance. We also undertake to comply with all important national anti-bribery and anti-corruption laws and regulations.

## **Conflicts of interest**

Within the scope of their employment, we expect all employees to be irreproachable and reliable. They act exclusively in the interests of our company. In order to avoid conflicts of interest, private or personal economic interests are always kept ~~separate~~ from the economic interests of TEMA-Q GmbH. Only objective criteria apply to personnel decisions or business relationships with third parties.

## **Dealing with company property and the property of business partners**

All TEMA-Q employees must protect the assets of our company, including all tangible and intangible assets. In addition to intellectual property, this also includes all processes, products and designs developed by our employees that ~~are~~ used at TEMA-Q. The company's assets are to be used entirely for business purposes. In addition, we recognise the intellectual property rights of third parties.

## **Money laundering and trade controls**

We do not tolerate any activities in connection with money laundering. We carefully check the identity of customers, service providers, consultants and other third parties with whom we maintain or prepare business relationships.

## Protection of information

We protect all company information and the information of our business partners and treat it confidentially. Confidential information is one of our most valuable assets. Company and business secrets must not be passed on to third parties and must certainly not be made public. We regard information security as an indispensable prerequisite for the quality of our solutions. Information security and ensuring the protection goals of confidentiality, integrity and availability are very important for our solutions. We achieve this through the  
our information security guideline.

## Data protection

Safeguarding informational self-determination and the protection of privacy as well as the security of data processing are essential concerns for us. We therefore take all necessary measures to ensure that the personal data entrusted to our company is collected, processed and used transparently, for a specific purpose, comprehensibly, carefully and in compliance with the applicable statutory provisions of data protection law. We undertake to ensure an appropriate standard of security for information processing so that the confidentiality, integrity and verifiability of information worthy of protection are guaranteed and unauthorised use is prevented.

## Financial reporting

TEMA-Q's accounting and financial reporting is proper, correct, timely, complete and transparent in accordance with the relevant legal regulations and standards.

## Communication

We take the greatest possible care in our external presentation. We emphasise clear and open communication. Enquiries about our company or products are answered by the relevant employees. In our public image, we favour a fact-oriented and polite tone.

## Dealing with authorities and partners

We endeavour to maintain an open and cooperative relationship with all responsible authorities. Information is provided in a complete, truthful, timely and comprehensible manner.

## Health and safety at work

Safety is our top priority in the workplace. We ensure safe and hygienic working conditions that comply with the applicable legal requirements in the area of occupational health and safety. All employees should be familiar with the applicable laws, regulations and internal company guidelines on occupational health and safety.

## **Labour conditions and social standards**

We comply with applicable labour laws. The remuneration paid to employees must comply with all applicable laws on wages and salaries, including the provisions on minimum wages, overtime, statutory benefits, working hours and paid holidays.

TEMA-Q's employees contribute to the company's success through their professional expertise, experience, social skills and commitment. The further development of our employees is therefore very important to us. TEMA-Q utilises various measures to ensure that employees support our company's strategy and are able to work successfully for our company in a changing environment.

## **Diversity and the principle of equal treatment**

TEMA-Q is committed to diversity and tolerance. Our aim is to achieve maximum productivity, innovation and efficiency. Discriminatory and harassing behaviour is not permitted in our company under any circumstances, for example on the basis of social or national origin, gender, ethnic origin, religion, age, illness or disability, sexual orientation, political beliefs or other personal characteristics. Every individual is entitled to fair and respectful treatment.

## **Compatibility of career and family**

We strive to find an appropriate balance between the economic interests of our company and the private interests of our employees, as the resulting recognisable satisfaction and motivation of our employees contributes greatly to the success of the company. A basis of trust is essential for constructive and successful co-operation between employees and the company.

## **Human rights**

Recognising the applicable regulations for the protection of human rights is an indispensable component of our corporate responsibility. Every employee respects the dignity and personal rights of every other employee and colleague as well as third parties with whom the company has a business relationship.

## Commitment and contact persons

The Code of Conduct we have drawn up is binding. All TEMA-Q employees must adhere to its guidelines and principles. The obligation to comply with the Code of Conduct arises directly from the applicable laws, company regulations, company guidelines and obligations arising from the employment relationship.

Violations of the Code of Conduct may have consequences under labour law. We also expect our suppliers and contractual partners to conduct themselves in accordance with the requirements set out in this Code.

Recognising our Code of Conduct as well as legal regulations and internal company guidelines is a fundamental part of TEMA- Q's appearance as a credible and reliable partner.

You may become aware of processes that are not compatible with our Code of Conduct. Raise your questions or concerns openly with your line manager or the management. You will receive the necessary support and you will not suffer any disadvantages! Any employee who asks for advice or points out misconduct in good faith complies with the rules of this Code of Conduct.