

## **Siteco Group Code of Conduct for Business Partners**

(Version July 2020)

The companies of the Siteco Group ("**SITECO**") undertake to comply with all applicable laws and regulations, to respect human rights and social standards and to protect the environment. This applies to our own group of companies as well as in our relationships with our business partners. We expect our business partners to share this commitment.

This Code of Conduct describes the minimum requirements to meet SITECO' standards.

### **1. Compliance**

- Strict compliance with all applicable laws and regulations, in particular
  - Competition and antitrust law
  - Anti money laundering
  - Active and passive corruption, as well as any unfair influence on decisions (especially in the case of public-law contracting authorities)
  - Data protection and security
  - Export and import as well as economic sanctions law
  
- Respect for the personal dignity, privacy and personal rights of each individual. Any form of discrimination on the basis of ethnic origin, culture, religion, age, disability, skin colour, sexual identity, ideology and gender, as well as any form of sexual harassment or other personal attacks on individual persons are prohibited.
  
- Avoiding personal conflicts of interest in the business relationship with SITECO. Situations that could give the appearance of a conflict of interest must also be avoided.
  
- Maintain confidentiality of confidential or proprietary information during and after termination of the business relationship.

### **2. Social standards**

Strict compliance with all applicable laws and sector-specific regulations regarding working conditions, in particular

- Working hours (including overtime)
- Minimum wage
- Freedom of association
- Child labour
- Forced labour

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### **3. Environmental protection**

- Strict compliance with all applicable laws and regulations as well as internationally recognized standards to protect the environment and conserve natural resources.
- Continuous improvement of environmental protection and the conservation of natural resources.
- Maintaining an appropriate environmental management system.

### **4. Health and safety**

- Strict compliance with all applicable health and safety laws and regulations
- Continuous improvement of occupational safety and health protection.
- Maintain an appropriate occupational health and safety management system.

### **5. Notification**

If you observe unlawful or unfair behaviour in the course of our business relationship, regardless of who, please inform us at the following e-mail address:

**Compliance@siteco.de**