



Code of Conduct

1. Purpose

These work instructions describe the Code of Conduct of the Philotech company to be applied when dealing with customers, employees and business partners.

2. Code of Conduct

As an engineering services provider for development services, Philotech recognises its responsibility towards customers, employees and business partners with these instructions.

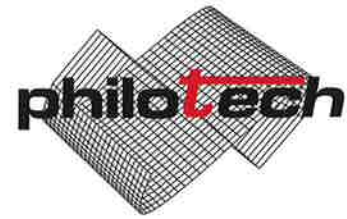
For more than 30 years we have been supporting manufacturers and suppliers in various industries in the development of their products. Our relationship with our customers is characterised by a high degree of reliability and strict secrecy in the project work. Trust is an important foundation for lasting customer relations here. The financial stability and transparency of our company, along with our technical services and the extensive know-how of our employees, are essential conditions for successful partnerships. We conduct our business within the framework of applicable laws and regulations and comply with professional and ethical standards.

In this Code of Conduct, the rules for the behaviour of all Philotech employees have been pooled together and written down. These principles apply both for internal cooperation and for our conduct towards our external partners.

All Philotech employees are expected to comply with the contents of this Code of Conduct. In every respect, line managers have the additional responsibility of setting an example, overseeing the legitimacy of all conduct on behalf of Philotech and promoting our corporate culture in terms of its professionalism, ethics and compliance.

2.1 Observance of current laws

For Philotech it is only natural to observe and comply with current laws. We expect the same from our business partners. Numerous laws are to be observed and regulations implemented at all Philotech locations, subsidiaries and associated companies. Compliance with current laws is supported by means of suitable processes which are constantly being improved. All Philotech employees are obliged to adhere to current legislation.



2.2 Human rights

We observe and respect human rights within our area of influence and expressly commit ourselves to the prohibition of any form of forced or child labour.

2.3 Equal opportunities

Philotech encourages equal opportunity and equal treatment. We firmly commit ourselves to opposing any form of discrimination on the basis of gender, race, age, skin colour, religion, marital status, sexual orientation, origin, physical or mental impairment or any other characteristics that are afforded special protection through current legislation or regulations. This particularly applies to discrimination against employees. We respect the dignity, privacy and personal rights of each employee. Our dealings with each other are frank and honest, characterised by respect and responsibility.

2.4 Corruption

We do not tolerate any form of corruption, bribery, acceptance or granting of an advantage and do not get involved with this in any way. Philotech does not abuse any invitations or presents to influence people. Any invitations and presents for our customers and people close to them are only granted if the reason and size is appropriate. They are of low value and can be perceived as an expression of generally accepted business practice in that locality. By keeping our business processes as transparent as possible we do not allow these criminal acts to go on.

2.5 Remuneration

Not only do we ensure that our employees are paid appropriately, we also ensure that our staff pay is based on equal treatment for the work performed.

2.6 Employees' Health and Safety

We work consistently on implementing preventive measures in health and safety at work, with due regard to economic, legal and social conditions. Occupational safety and health promotion is rooted in the company processes and supports each individual employee to become active in promoting their own health. It is based on the active involvement of each individual.



2.7 Protection of the Environment

A particular concern for Philotech is the conscious management of natural resources. Philotech is committed to compliance with the currently applicable environmental laws, regulations and standards. Philotech contributes to minimising environmental pollution and hazards and improving its environmental protection in its daily business operations with the aid of appropriate procedures.

2.8 Data Protection / Secrecy / Information Security

Philotech is aware of the various requirements to be met regarding company and IT security and data protection. We have established appropriate processes and rules to deal with this. We also pay attention to the statutory requirements. Employees as well as customers and business partners are involved here. At Philotech, the policy fundamentally applies that security and data protection are the tasks of each manager and each employee. Transparency is important here regarding the purpose and consequences of data capture and storage, as well as sensitivity in handling data. For this reason, each of our employees has to treat the data in compliance with the Philotech security regulations. With the appropriate technology, we protect our company from risks and threats, concerning structural and IT security, for example. Its implementation is regulated here through organisational and technical security standards.

2.9 Company Processes

An important task for Philotech, along with all its employees and business partners, is alignment behind the current and future requirements of our customers. To meet these requirements, we ensure a high standard of quality for our products and services. This is achieved through continuous improvement of all company processes and our range of services. We integrate our business partners in all the concerns of quality and environmental management, occupational safety and improving efficiency here. We ensure long-term customer benefit through this constant process of innovation.

We invest in the expertise and motivation of our employees through a targeted information policy and an active programme of training and further education. This encourages awareness in all our employees to get actively involved in the company processes and contribute towards our company's success. All our managers set an example here. Our work is carried out with integrity and we act impartially while maintaining confidentiality, free from any internal or external compulsion, in compliance with the best professional practice.



The basis for the governance and design of our company processes is both from the documentation in the Philotech Quality Management System and the ongoing management assessment, on the basis of specified target values. In order to adapt to constantly changing demands, annual targets are defined, necessary measures are implemented and the success of the results is checked. The company management is committed to maintaining and further developing the management system as well as fulfilling any statutory, regulatory and normative requirements.

3. Validity

These sustainability guidelines apply to all Philotech employees and suppliers with immediate effect.

Taufkirchen, 28.03.2018

Philotech GmbH

A handwritten signature in blue ink, appearing to read "H. Dirscherl", written over the printed name.

Hartwig Dirscherl
Chief Executive Officer



Change Directory:

Version	Date	Description of the Change	Author
1.0	26/01/2017	Initial version	A.Borde
1.1	28/03/2018	Yearly update 2018	A.Borde