



Code of Conduct

ROTOFLEX



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Valued employee

Valued member of the management and the administrative bodies

The reputation of any company is only as good as the conduct of its employees, as well as the management and administrative bodies. How we act towards one another, what values are important to us, whether abide by the law and regulations; all of these shape ROTOFLEX's public image.

You can find the key rules which apply for us all in this code of conduct. The rules can be summed up in one sentence: we do not strive for profit at any price, but rather want to achieve our goals in all markets through responsible and lawful actions.

Constant reinforcement of our culture of responsibility, trustworthiness and law-abiding conduct is important to us.

We are called upon to follow these rules every day and in every situation.

By keeping our shared values in mind, we maintain awareness of what we expect from one another, what behaviour we encourage and what we do not tolerate under any circumstances.

Senior staff have a particularly important role here: they exemplify the values and principles of this code of conduct and ensure that they are adhered to.

Rotoflex AG

Foreword

We make a contribution to the social and technological advancement of society with our products and services. We therefore strive to reconcile the economic, societal and ecological effects of our work in the long term. Responsible and sustainable management are part of how we perceive ourselves as a company and are the foundation for our values.

Economic success and responsibility towards the company, society and the environment are inextricably linked.

We want to maintain and further improve our market position in the fields of business in which we are active through long-term investments in development. We want to strengthen the business with our core competencies and at the same time be flexible enough to transfer them to new applications and markets.

Technical security throughout the value chain and health protection are integral parts. We rely on continuous improvements, well-trained and independent employees, and state-of-the-art technology.

The standards for our actions are derived from our corporate values. They shape our interactions with one another, define our everyday work and form the foundation for the corporate culture at ROTOFLEX.

ROTOFLEX acts responsibly towards the corporation, customers, employees, suppliers, social partners, authorities and the general public.

As employees at ROTOFLEX, we are aware of our responsibility to our environment and to society. We act with foresight and take responsibility for our actions.

Our values

- The customer is central.
- We seek and celebrate shared successes.
- We practice Rotoflexibility.
- Our collaboration is characterised by honesty and respect.
- We take responsibility.
- Our future starts today.

Based on these values, this code of conduct defines the key rules of conduct which we, as employees of ROTOFLEX, follow. It serves as a guideline here, as well as concrete instructions on how to act.

Application of the code of conduct

The code of conduct applies for the administrative boards, members of the executive management, managers and employees (collectively referred to as “employees” in this document) around the world and constitutes a minimum standard.

ROTOFLEX also expects that agents or other representatives, for example, who work with our company will act in accordance with the key points of this code of conduct.

We place value on an open and transparent corporate culture. The management will be happy to answer any questions regarding compliance with or interpretation of this code of conduct.

Every ROTOFLEX employee is required to conduct themselves in accordance with the code of conduct during the course of their work. Misconduct or violation of laws are not tolerated and will therefore be sanctioned.

Awareness of the correct behaviour is raised through training and further documentation.

Violations of this code of conduct should be reported to an immediate superior so that appropriate measures can be taken.

If there are grounds to assume that the superior is also involved in the inappropriate conduct or that they are aware of it, then employees can contact the next manager in the reporting chain or the management directly.

Employees who report actual or suspected violations of internal or external regulations in good faith are protected. Retaliatory measures against them will not be tolerated under any circumstances.

However, submission of such reports by employees in bad faith and therefore misuse of the system will not be tolerated. The employees in question must expect appropriate sanctions.

This code of conduct is available in multiple languages. In the event of discrepancies between the different languages, the German version shall take precedence.

We respect the law as well as internal and external guidelines.

The central tenet is that we are trustworthy because we demonstrate that we are responsible in all actions and abide by the law and regulations in all situations.

The law and regulations in the countries in which we do business are the foundation and framework for our actions. Furthermore, we observe the internal guidelines in our employment regulations and processes in quality management. We are aware of the rules which apply to us and consistently observe them.

We respect the personal dignity, privacy and personal rights of each individual. We oppose unequal treatment or disparagement on the basis of gender, ethnic origin, religion or world view, physical disability, sexual orientation or age.

We prohibit the use of child labour or forced labour and do not tolerate any working conditions or conduct which are in violation of international agreements

such as the United Nations “Universal Declaration of Human Rights” (www.humanrights.ch) or the fundamental principles of the “International Labour Organization” (www.ilo.org).



We act reliably, fairly and responsibly when dealing with our customers, our business partners and the authorities.

The focus is on the customer and our mission is to ensure safe, compliant products in accordance with the law.

We provide our customers with direct, competent, unbureaucratic, flexible and reliable support in order to help them to achieve long-term success in their markets.

We win the trust of our customers with the quality and reliability of our products and services. We do not compromise on this. We respond immediately and appropriately to defects.

We are fair and reliable in our dealings with our business partners. We award contracts on the basis of objective and transparent criteria. We always abide by the internal guidelines in our employment regulations and processes in quality management.

We always behave correctly when working together with the authorities. We avoid any attempts at improper influence on official decision-making processes.



We show each other appreciation and respect within ROTOFLEX.

We work together in partnership as employees at all levels. We treat each other respectfully, fairly and with humanity. We strive to create a motivating, performance-oriented working environment which is characterised by independence.

This requires employees to treat each other (including superiors and subordinates) with trust, civility, openness and mutual respect. We discuss tensions and conflicts openly, develop understanding of them and resolve them. We also expect our employees to commit to collaboration and assume full responsibility for the tasks with which they are entrusted.

We offer all employees the same professional opportunities and do not tolerate any unlawful discrimination or harassment of any kind. All employees have the right to fair, polite and respectful treatment by superiors, employees and colleagues.

Our health and safety are the top priority here. In accordance with labour and health legislation, we all share responsibility for creating a safe and healthy

working environment. We comply with standards, provisions and the Suva guidelines www.suva.ch and have this verified at regular intervals by an independent organisation. Our employees are the key to our business success.

Their dedication, their knowledge and their skills determine the quality of our services and products and therefore our success on the market.

We strive to support all employees in their personal and professional development.



We are committed to free and fair competition.

As a group which focuses on success and performance, we are committed to a free market economy and advocate for fair performance-based competition with competitors, customers and suppliers. Compliance with antitrust law is a matter of course for us.

We make our business decisions on an objective basis and without any discrimination. We strictly oppose anti-competitive agreements in relation to price, volume, markets, territories or customers.

Suppliers and business partners are chosen in accordance with a systematic procedure based on objective and transparent internal criteria. Sustainability and responsible business practice aspects are also evaluated here. At the same time, our suppliers are involved in the continuous improvement process for our value creation.

If a supplier or business partner has and follows a comparable code of conduct, then this is taken into consideration in the selection.

We avoid conflicts of interest or disclose them in a timely manner.

Our work is based on objectivity and not on personal interests. We therefore always strive to avoid conflicts between our personal interests and the interests of ROTOFLEX.

We disclose personal or financial interests in suppliers, competitors or other third parties which may affect the objectivity of our work. We always take care to ensure that mandates which we handle outside of ROTOFLEX are in accordance with our ROTOFLEX internal guidelines. If a conflict cannot be avoided in a specific case, then we take appropriate measures to ensure that there is no detrimental effect on ROTOFLEX.

We hold a neutral position on political issues. We are independent of any political party and do not make any donations to political parties or to organisations or foundations which have a close relationship with political parties. Employee memberships of political organisations and associations must always be approved by the executive management.

Donations may only be made to selected organisations, generally charitable organisations. In the case of sponsoring activities, in contrast to donations, a consideration is expected in return for a service or is consciously foregone. Sponsoring activities otherwise require appropriate and traceable communication and marketing services from sponsoring partners and are handled transparently.

The executive management always ensures a consistent procedure for the award of donations and sponsoring activities and practices compliance with key principles and transparency.

We take care of ROTOFLEX assets.

We undertake to protect the company's material and immaterial assets, as well as financial resources, against theft, loss, misuse and waste to the best of our ability and to handle them with care. All assets are fundamentally and primarily intended for use for business activities. Private use of company property must be authorised in advance.

We are also responsible for securing the intellectual property present at ROTOFLEX in an appropriate manner and protecting it against loss. This includes our trademarks and patents, but also our know-how. At the same time, we respect other parties' intellectual property.

We keep our ledgers in accordance with recognised, professional accounting principles. We take responsibility for the proper, complete, transparent and timely recording of all business transactions in our ledgers.

Internal and published records and reports must be correct, complete and true to the best of our knowledge.

We adhere to the principle of sustainability in our activities and decisions.

For us, being sustainable means that we balance the economic, ecological and social dimensions of our activities and decisions. We are careful here to ensure that we maintain economical handling of natural resources.

Wherever possible, we obtain critical resources from sustainable sources. We are committed to the observance of ecological and social working and production conditions in our collaboration with business partners.

We rely on continuous improvements, well-trained and independent employees, and state-of-the-art technology. Our long-term goal is the best possible protection of the environment – a task which is never complete.

We are open, honest and clear in our communication.

At ROTOFLEX, we promote open, honest and clear communication with our customers, our employees, our external partners and the public. We do not sidestep uncomfortable questions when confronted with them.

Our high standards in communication also apply for marketing. We communicate transparently and without deception with regard to our products and services.

We do not offer or accept bribes.

We conduct our business on the basis of honesty and the quality of our services. We therefore oppose bribery or other forms of corruption.

In particular, we do not grant any unfair advantages to business partners in order to secure a contract or to officials for execution of or failure to act in official activities or simply to maintain relationships. We also do not accept such unfair advantages for ourselves. And we also do not use third parties to carry out corrupt practices.

We are able to accept individual minor and customary courtesy gifts or invitations by way of an exception. Minor, appropriate gifts and invitations in accordance with local customs are considered to be normal signs of courtesy and respect between business partners.

We observe the internal guidelines in our employment regulations and processes in quality management.

We handle confidential information with care.

In our work, we come into contact with information and trade secrets. We ensure that confidential information is only disclosed internally to persons who require it to do their job and who are also authorised to receive it. When disclosing confidential information to third parties, this must also be protected through signing of a confidentiality agreement.

In particular, we do not make confidential information and trade secrets available to unauthorised persons either internally or externally. We do not misuse such information either for personal gain or undue advantages for third parties. We protect the privacy of our customers, employees and business partners. We only work with personal data when it is required for the intended purposes. We handle such data with care and protect it using appropriate security measures.

The trust of our customers, employees and business partners is the top priority for us. We clearly and comprehensibly show data subjects what we use their data for. We only ever use personal data for legal and disclosed purposes.

We pay attention to data protection at an early stage in the development of new products and in projects. We allow customer benefits to guide us in the use of new

or innovative technologies and take impacts on individuals and society into consideration.

Confidentiality must be maintained in relation to internal confidential or protected information about our company and our employees. This not only applies during with employment relationship but also continues after the relationship ends.

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