

The IST METZ Group Code of Conduct

Preamble:

This Code of Conduct embodies important basic principles and provides guidance on appropriate handling of day-to-day business and strategic planning based on our corporate values. This Code of Conduct is an expression of our pursuit to observe fair and sustainable business practices as well as ethical and responsible principles.

Scope:

This Code of Conduct is applicable to all companies of the IST METZ Group worldwide and is binding for all employees. The IST METZ Group actively encourages its employees to respect and observe the principles detailed below.

SHAREHOLDER

METZ HOLDING

GERHARD UND RENATE
METZ STIFTUNG

VALUE CHAIN NETWORK

ISTmetz
A METZ HOLDING COMPANY

meta plus
A METZ HOLDING COMPANY

ISTINTECH
UV LED CURING SPECIALISTS

SALES & SERVICES NETWORK

IST AMERICA
A METZ HOLDING COMPANY

IST IBERICA
A METZ HOLDING COMPANY

IST ITALIA
A METZ HOLDING COMPANY

IST UK
A METZ HOLDING COMPANY

IST BENELUX
A METZ HOLDING COMPANY

IST NORDIC
A METZ HOLDING COMPANY

IST CHINA
A METZ HOLDING COMPANY

IST SEA
A METZ HOLDING COMPANY

IST FRANCE
A METZ HOLDING COMPANY

modulux

S1optics
A BUSINESS UNIT OF IST METZ

IST
AUTHORIZED
DEALER

1. Respecting laws and directives:

We observe the legal and corporate regulations that apply to our work and to our environment. We, furthermore, examine carefully which supportive business practices should be used for responsible corporate governance. We ensure work safety and health protection in the workplace. We adhere to safety and environmental guidelines and ensure that neither others nor ourselves are put at risk.

2. Integrity and corporate governance:

Our activities are guided by generally accepted values and principles, in particular by integrity, transparency, honesty, respect, openness and non-discrimination. The companies of IST METZ Group pursue reputable and recognized business practices and subscribe to the principles of fair competition. Antitrust laws as well as other applicable competition laws are observed.

3. Interactions among each other and working conditions:

We aim at creating a safe and attractive working environment in which trust, teamwork, diversity, and responsibility as well as fair and respectful interactions with one another are valued and pursued.

4. Personal privacy rights:

We respect the privacy and the integrity of our employees and business partners. We observe strict standards for the processing of personal data of employees or business partners. All personal data received and stored are solely processed in a specific, verifiable, careful way and in accordance with the prevailing Data Protection Act.

Each employee is obliged to respect the personal sphere of each other.

We grant and protect the freedom of opinion of our employees as well as the right of free speech.

5. Ban on discrimination and protection from harassment:

We support equal opportunities and equal treatment of our employees. We treat all employees according to the same standards and do not tolerate any kind of discrimination or harassment, in particular sexual harassment, bullying or humiliation. We neither tolerate any kind of discrimination based on gender, nationality, race, disability, age, sexual identity, or religion.

6. Human rights

We support and respect the human rights charter of the UN and ensure that we are not abusing any human rights through our entrepreneurial actions.

7. Child and forced labour

We hire only employees who can prove the relevant minimum age for employment. We do not employ forced labour, slave labour or similar labour. Each work must be voluntary and without penalty. The employees must have the possibility to terminate the work or employment at any time.

8. Whistleblower System

Our company has an independent system accessible for all employees for reporting possible integrity concerns. Employees can rely on the whistleblower regulations of the company in case they have reason to believe that any rules, legal regulations, or this code of conduct have been breached. Every employee has the right to inform the authorised representative about suspicion of criminal or highly incorrect activities without fear of reprisals from any side.

9. Remuneration and working time:

We respect the current laws and regulations for remuneration and ensure a fair pay to our employees. We adhere to the relevant protective regulations and to the regulations on work times worldwide.

10. Relationship with suppliers, customers, and other business partners:

We are aware that we represent our company by the way we behave, thus also shaping our external reputation and internal culture.

All our employees treat their fellow employees and business partners in the same way they expect to be treated themselves and behave according to this Code of Conduct.

11. Ban on corruption and bribery:

We reject all forms of corruption including bribery and blackmail. This applies to individuals, companies, authorities, and other institutions. For this reason, employees are not allowed to demand, accept, offer, or provide any unauthorized advantages. This does not include occasional gifts of symbolic value or appropriate invitations to events or meals, provided that the principles of this code and local customs are respected.

Any demand for bribes or other advantages, may it be for business or for private use, must be rejected immediately.

Reasonable judgement and personal integrity play a major role in this context.

12. Avoidance of conflicts of interest:

Conflicts of interest resulting from the working relationship should be avoided. Such a conflict may occur when personal interests of an employee or a third person compete with those of a company of IST METZ Group. If a conflicting interest emerges or already exists, the employee should inform his or her superior or the HR manager.

It is not permitted to manage or work for a company that is a competitor of or does business with the IST METZ Group, except for activities that can be proven to have no negative influence on the employment with a company of IST METZ Group.

We strictly separate private and professional interests and do not take advantage of our work with the IST METZ Group to obtain personal benefits. Business partners shall not be favoured for reasons of personal interests.

13. Expectations of business partners:

We expect our business partners along the supply chain to act in accordance with the principles of this Code of Conduct and to adhere to all legal regulations.

14. Protection of company property / confidentiality:

Company property may be used exclusively for company-related purposes unless other arrangements have been made in individual cases. Employees are obliged to protect the company property from theft, loss or misuse, and they must not divulge any business or company secrets both during the term of their employment and after its termination. A confidentiality clause is included in every employment contract.

15. Product safety and quality:

We define quality as the basis of our work. We aim at being the preferred partner of our customers and setting the standards for providing outstanding services.

We are committed to fulfil the high expectations of our customers and partners in terms of quality, safety and functionality. At the same time, we aim at continuously improving the quality of our products and services.

16. Export controls:

We adhere to the export control regulations and customs laws in each country where we do business. All employees dealing with the import and export of goods, services, software or technology must observe the export control regulations as well as the import/export regulations. We ensure the automatic observance of all trade bans through the implementation of an internal control system. It is forbidden for any employee to make or receive payments or deliveries from any entity, which has not been verified in our system.

17. Environmental protection:

We observe the regulations and standards on environmental protection. It is our objection to minimize possible environmental impacts of our business activities and to improve environmental protection continuously. We use natural resources economically. We strictly support the development and distribution of environment-friendly technologies, also by increasing the energy efficiency of our products in terms of production and application.

18. Social commitment:

The IST METZ Group supports social and charitable institutions and encourages employees to undertake volunteer work. Apart from that, our own IST METZ Foundation supports a welfare and social institution for the occupational rehabilitation of people with psychological disorders.

19. Infringements:

If there is any doubt regarding the observance of this Code of Conduct or other applicable regulations concerning an activity or a project, the superior or the HR Manager are at disposal to share one's concern. It is the task of every manager of the IST METZ Group to ensure that all employees are familiar with these guidelines and observe their requirements.