

CODE OF CONDUCT

berner Code of Conduct

Preamble

Our code of conduct is based on legal regulations and ethical principles and in this way defines the framework to which we adhere to as berner employees, thus ensuring the protection of each individual employee and the company.

We also expect our customers, suppliers and partners to commit to this code of conduct. Likewise, that they in turn expect and demand compliance with the code of conduct from their employees, partners and suppliers.

In this code of conduct, the masculine form is used for better readability, however, all genders are addressed.

Anti-Corruption & Bribery

We comply with the United Nations Convention against Corruption and reject all forms of corruption. Bribes are neither offered nor approved. Every employee must comply with money laundering laws and regulations. If an employee becomes aware that a bribe has been attempted, it must be reported immediately to the supervisor. Similarly, suspected cases of money laundering shall be reported immediately. Before entering into a business relationship, we thoroughly verify the identity of suppliers, customers and third parties. Our employees will not solicit or accept gifts or benefits from customers or suppliers that could influence or affect personal conduct or actions concerning the company.

Trade Control

International trade controls and laws ensure the lawful international transfer of goods and services. We take appropriate measures to ensure that any transactions with third parties do not violate compliance regulations, foreign trade laws or economic embargoes and import and export control regulations.

Fair competition

We are committed to free and fair competition and comply with antitrust and competition law regulations. Agreements that prevent fair competition, such as price fixing and unfair methods of competition, will not be tolerated and will be reported and sanctioned immediately.

Conflicts of interest

Personal and private interests of employees are strictly separated from professional interests. Existing conflicts of interest can mean that decisions can only be made with bias. Therefore, all decisions and actions are to be made free of personal interests and views. If, contrary to expectations, conflicts of interest arise, they must be reported to the supervisor.

Freedom of association

We recognize the rights to freedom of association and collective bargaining in accordance with applicable laws and regulations. Employees must not be disadvantaged in any way because they are members of employee organizations.

Reporting concerns

Our employees are encouraged to report any concerns or illegal activities to their supervisor. Whistleblowers must not be disadvantaged or favoured as a result of reporting concerns.

Human rights

We respect international human rights and are committed to upholding them. Forced labour, child labour, any form of slavery, exploitation and human trafficking are rejected. Due diligence is undertaken to prevent the risk of the aforementioned inhumane conditions among employees, customers, suppliers, partners and third parties.

Work Environment

We have a zero tolerance policy towards violence and discrimination in the workplace. Any form of discrimination, disadvantage or preference with regard to social origin, national origin, gender, skin colour, sexual orientation, religion, political opinion, any disability or age or similar is strictly rejected. Respectful and appreciative behaviour among all employees is cultivated and taken for granted. Equal opportunities and equal rights are practised in our company.

Prohibition of child labour

We are strictly against child labour. We employ young people only under consideration of the legally permissible minimum age limit, provided that the employment relationship and the work to be performed do not endanger the life and health of the young people concerned. Before they start work, they receive relevant instruction. We comply with the Youth Protection Act.

Fair remuneration

The remuneration paid to the employees does not fall below the legal requirements for remuneration, which are laid down in the Minimum Wage Act. If there are no legal requirements, the remuneration paid must at least be sufficient to meet basic needs.

Working hours

Legal orders and regulations regarding working hours, break and rest times and overtime are observed.

Environmental protection

We act in an environmentally conscious and resource-conserving manner. We comply with the applicable environmental regulations. Our measures for environmental protection are subject to regular review and adjustment. When developing new products and services, we pay special attention to minimising the potential impact on the environment and resources as early as the development phase.

Health and safety

We strive to keep our illness and occupational accident rates as low as possible. For this reason, our safety officer and our fire protection officer train the employees at fixed intervals on occupational safety and fire protection topics. If further measures and training on occupational safety are required for specific work areas, these are conscientiously initiated. There is also a strict ban on alcohol and drugs in our working environment. In work areas that require special work clothing, this is provided, e.g. in the form of PPE. In certain dangerous situations, all employees have the right and the duty to leave their workplace immediately and without permission.

Confidential Company Information

Handling of confidential data and information is regulated in a comprehensive confidentiality and non-disclosure agreement. This applies equally to employees, customers, suppliers and business partners.

Data protection code

When collecting and processing data, we strictly ensure compliance with applicable laws and regulations. Personal data must be treated confidentially and responsibly. They are effectively protected and only used for legitimate purposes.

Use and security of IT systems

Appropriate safeguards and security procedures are used to protect data and information, as disregard of any security measures can have serious consequences in terms of data loss, theft of data, etc.

Proper accounting and record keeping

Invoicing, financial, security and personnel data are recorded according to a defined procedure. Strict compliance with legal regulations and regulations on accounting is assumed.

As an employee, customer, supplier or partner, I recognize the above-mentioned code of conduct from berner and, with my signature, assure that I will adhere to this code in the future. I also ensure that my employees, customers, suppliers and partners follow this code.