

Code of Conduct



An aerial photograph of a modern industrial building with a flat roof covered in solar panels. The building has a grey corrugated metal exterior. In front of the building is a paved parking lot with a few cars and some greenery. The right side of the image is overlaid with a green semi-transparent panel containing the table of contents.

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1.INTRODUCTION

The Code of Conduct is intended to guide our employees and managers on acting within moral boundaries so that no misconduct occurs that is not in line with our business ethics.

All our employees and managers must adhere to this accordingly. If there are any indications of misconduct - by employees or third parties - the management must be informed immediately.

Further regulations are included in our certifications according to ISO 9001:2015 and Safety Certificate Contractors (SCC** Version 2021).



2.BUSINESS ETHICS AND CONDUCTS

LASE GmbH conducts its business in accordance with the applicable laws and regulations and emphasizes openness and honesty in its dealings with its business partners.

This includes ensuring that LASE does not engage in illegal business practices that could jeopardize the company's or its employees' integrity. Employees may not grant or accept benefits to or from customers, suppliers, or other third parties (e.g. public officials) in the form of payments or promises to receive preferential treatment or to create the appearance of preferential treatment.



3.CONFIDENTIALITY AND BUSINESS SECRETS

In the course of their work for LASE, employees may have to deal with confidential information.

Confidential information about LASE is technical and commercial knowledge that must not be disclosed outside the company. This protects LASE's business interests. It includes all information marked "confidential" or "for internal use" or other confidential business documents and information, such as business secrets, inventions, internal reports, strategies, sales data, internal price lists, sensitive product information, or business plans and development projects.

During the term and validity of the employment contract, confidential information may not be disclosed or used, either directly or indirectly, either verbally or in writing, without the prior written consent of the responsible manager. This obligation continues to apply even after termination of the employment relationship if the relevant conditions of the employment contract are met.

The careful handling of confidential information and internal knowledge protects the interests of LASE.



4.ANTITRUST AND COMPETITION LAWS

LASE's corporate guidelines stipulate that all employees must comply with the applicable competition laws.

The applicable antitrust and competition laws prohibit agreements and activities that may hinder trade or restrict competition in the countries in which LASE operates. Violations of these laws include, for example, agreements between competitors to fix and control prices, boycotting certain suppliers or customers, dividing up customers or markets or restricting the manufacture or distribution of products. Particular care must be taken to ensure that activities in connection with representatives of other companies are not considered or interpreted as a violation of competition law.

Employees who are involved in such so-called trusts must expect claims for damages and prison sentences.

LASE supports free and fair competition by complying with applicable antitrust and competition laws.



5. BUSINESS WITH GOVERNMENT CLIENTS

Business with government clients is subject to special regulations and processes compared to business with private companies.

Illegal business practices when working with government representatives violate applicable laws and LASE's corporate ethics and contractual obligations. Any attempt to grant or accept an advantage, e. g. by attempting to bribe, is prohibited at all company levels.

LASE always acts transparently and in accordance with high ethical standards when dealing with government clients.



6.DEALING WITH CUSTOMERS AND SUPPLIERS

Customers and suppliers must not be given excessive gifts or other benefits.

Employees must refuse to accept excessive gifts or other benefits for themselves or related parties. Accepting or providing monetary gifts is strictly prohibited.

Maintaining a professional business relationship with customers and suppliers is essential, and it must not be jeopardized by conflicts of interest and excessive gifts that can be misinterpreted.

The upper limit of an appropriate gift at LASE is 50 euros or the value converted into the respective local currency. If local legislation defines a lower value, the legal limit must be observed. Hospitality for customers and suppliers must be organized appropriately within the scope of the company's legitimate business interests. Further information on this can be found in the internal guidelines of the respective company. In cases where employees are unsure, the manager will provide information.

LASE maintains a professional business relationship with its customers and suppliers free from conflicts of interest.



7. FINANCIAL RECORDS

LASE's financial records are accurate and comply with legal requirements.

These records are important for the fulfilment of business obligations towards employees, customers, suppliers and supervisory authorities.

Illegal practices in connection with financial records violate applicable laws and contractual obligations.



8.ENVIRONMENTAL PROTECTION

LASE is committed to environmental protection. This includes ensuring that employees protect the environment and avoid unnecessary waste of resources (e. g. energy, paper or other raw materials).

Suppliers are selected and evaluated based on aspects such as environmental friendliness in production and disposal, compliance with standards and laws on the safe handling of critical equipment and hazardous substances through operating instructions.

All materials, devices, equipment and working materials are also procured with a view to ensuring occupational safety, preventing damage to health and avoiding environmental hazards.

LASE employees are EHS-trained and certified. EHS stands for Environment, Health & Safety. This is particularly proven by our globally recognized certification according to "Safety Certificate Contractors (SCC** Version 2021)".

9.EQUAL OPPORTUNITIES FOR EMPLOYEES

As an employer, LASE is committed to a working environment that is characterized by fairness, respect and equal opportunities. Our employees also contribute to this through their open, friendly and fair dealings with colleagues and business partners.

We value all employees equally - regardless of race, ethnic origin, gender, religion, ideology, disability, age or sexual orientation. The contractual principles at LASE are also based on equal opportunities for employees.

This applies to all aspects of the employment relationship, particularly employment, recruitment, working conditions, training, business trips, working hours, professional training and development and for remuneration.

LASE is obliged to pay its employees at least the statutory minimum wage.

Employees who feel disadvantaged can contact their manager or a representative of the HR department in confidence.

10.RELATIONS BETWEEN EMPLOYEES

The company's success depends, among other things, on open and trusting communication within the team and at all company levels.

Meetings to improve internal information and communication are held regularly to inform employees about the current business situation and to give them the opportunity to comment on all topics and express their opinions.

LASE expects all managers and employees to be polite and respectful in personal conversations, telephone calls, written correspondence and especially in e-mail correspondence.

The principles of leadership and cooperation represent a binding and globally applicable framework for all employees and managers.

11.SAFETY AT WORK

LASE follows the recommendations of the World Health Organization (WHO), which defines health as a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

LASE is committed to providing a healthy and safe working environment and complying with health and safety legislation. These efforts include preventing the misuse of addictive substances such as medication, alcohol and other drugs.

Occupational health and safety are essential in child and youth work. Special regulations exist to protect these groups of people from work overload and damage to their health: The Youth Labor Protection Act and the Child Labor Protection Ordinance.

LASE sees its employees as an essential success factor and, therefore, the most important asset in the company, not just as a cost factor. LASE sees the health of its employees as a social responsibility. It is therefore important to strengthen health potential in the long term, improve the well-being of employees in the workplace and prevent hazards in the workplace.

LASE takes responsibility for the health and safety of its employees in the workplace.

This is particularly proven by our globally recognized certification according to "Safety Certificate Contractors (SCC** Version 2021)".

12.USE OF THE COMPANY’S ASSETS

LASE provides its employees with the infrastructure and equipment to fulfil their tasks.

Employees, therefore, have access to some of the company’s assets, such as working time, company products, office and business equipment, fleet vehicles, software, company data, brands and logos. The use of these company assets is intended exclusively for business and not for private purposes.

Employees are responsible for the sustainable use of the company’s assets.

13.CASES OF DOUBT

Employees at all levels of the company are encouraged to speak to their manager if they have doubts about whether their behaviour is in accordance with the law and the employment contract.

14.IMPLEMENTATION OF THE CODE OF CONDUCT

LASE expects its managers to take special responsibility for the Code of Conduct. Managers must implement the Code of Conduct themselves and set a good example through their own behavior, informing employees in detail and advising them.

Employees should first discuss any questions with their immediate manager. LASE shall take appropriate measures to support employees in the event of a violation.

In principle, LASE assumes all employees will adhere to this Code of Conduct. A violation of the applicable laws can lead to negative consequences, e. g. damage to reputation, which can have a detrimental effect on the company and its position on the market.

All employees are requested to comply with the guidelines. Violations of the Code of Conduct will be dealt with under the applicable laws, company agreements and individual contractual regulations.

LASE expects all employees to comply with the provisions of this Code of Conduct.

Note:

For reasons of better readability, the simultaneous use of the language forms male, female and diverse is omitted. All personal designations apply equally to all genders.

LASE

Industrielle Lasertechnik GmbH