

# Code of Conduct

## Preamble

PKS electronic Vertriebs GmbH ("PKS") is a globally active company with a wider range of national and international customers. Therefore, compliance with legal framework and ethical standards is essential for our business activities.

In order to maintain the high reputation and trust that PKS enjoys among its customers and business contacts, PKS complies with applicable law, ethical principles and corresponding internal policies in the course of its business, and is committed to environmentally and socially responsible corporate governance.

For this reason, PKS has introduced a code of conduct (hereinafter referred to as the "Code of Conduct"), which it is fully committed to complying with and implementing all the principles contained therein.

We also expect our suppliers to comply with this Code of Conduct.

Our company bears responsibility for quality, safety, integrity and transparency in all our business processes. We are therefore particularly committed to complying with the following corporate values. They are the highest guideline for our business activities. They are at the forefront of our relationships with employees, customers and suppliers.

The following guiding principles were drawn up by the management.

# Corporate Values

## **1. Quality, precision and customer satisfaction**

We always strive to deliver products and services of the highest quality. Care and precision are at the heart of everything we do

Customer satisfaction: We want to be one of the most customer-friendly companies in the industry. We achieve this by

- Meeting our customers' needs with reliable products and services,
- competent advice and error-free order processing
- Avoiding mistakes and not correcting them afterwards
- Gaining and maintaining the trust and recognition of our business partners through our behavior and daily performance
- Quality agreements that we make with our customers and suppliers are also binding for all internal functions

## **2. Compliance with legal regulations for our products**

We are fully committed to complying with all applicable legal and regulatory requirements relevant to our products and services.

## **3. Respect for human rights and the rights of our employees**

We honour and respect human rights and the applicable fundamental rights of employees. We acknowledge and comply with the general human rights conventions. These include, in particular, the Universal Declaration of Human Rights (UDHR) of the United Nations General Assembly and the European Convention on Human Rights (ECHR). It goes without saying that no forms of child labour or forced labour whatsoever are practised, tolerated or supported by us. We adhere to the recommendation from the ILO conventions on the minimum age for the employment of children. Pursuant to that recommendation, that minimum age should not be less than 15 years in any event.

## **4. Equality and anti-discrimination**

In order to ensure diversity and equal opportunities for all, we expressly exclude any form of discrimination (e.g. on the basis of gender, ethnic or social origin, age, sexual orientation and gender identity, faith or belief, physical or mental impairment, trade union membership or other

characteristics), at a minimum in accordance with the prohibitions on discrimination under the General Equal Treatment Act (“Allgemeines Gleichbehandlungsgesetz”, AGG). PKS protects its employees from physical, psychological, verbal and sexual harassment or other abusive behaviour.

## **5. Our conduct towards one other**

We expect every employee to treat customers, visitors, service partners, suppliers, authorities, other employees and all third parties in a friendly, objective, fair and respectful manner. Diversity and respectful conduct towards one another are part of our self-image and contribute to our future viability.

## **6. Social and ethical responsibility**

A commitment to social and ethical responsibility is an essential part of our corporate philosophy. For us, this includes maintaining an ongoing social commitment, by ensuring equal opportunities for all employees for a more diverse and thus sustainably futureproof business world. We support the individuality of our employees, as well as by actively promoting cultural change within the company.

## **7. Fair working conditions and safety at the workplace**

We guarantee fair working conditions for our employees. PKS pays its employees and any temporary workers employed by the company appropriate remuneration in accordance with the applicable local laws (e.g. Minimum Wage Act). PKS ensures a safe and healthy working environment for its employees in order to prevent accidents and harm to the health of employees and, at a minimum, complies with the applicable local health and safety regulations and legislation on working hours. PKS honours and respects the constitutionally guaranteed fundamental right of employees of freedom of association and collective bargaining.

## **8. Sustainable environmental and social action**

As a social player, we take our social and ecological responsibility seriously. Sustainability is firmly anchored in our corporate philosophy. In addition to conventional procurement considerations such as price, quality

and reliability, our employees are also required to check whether goods and services have been produced in a socially responsible manner.

## **9. Data protection**

We take the protection of personal data seriously. We attach great importance to data protection and privacy and the confidentiality of the information entrusted to us by our customers, visitors, suppliers and employees.

We process the data entrusted to us in line with the provisions of the applicable data protection laws and are committed to taking appropriate data and IT security measures.

## **10. Information security / Cybersecurity**

Our company data is the basis for our business. To specifically protect the confidentiality, integrity and availability of the data in our IT systems, we utilise state-of-the-art security measures. The aim is to ensure the objectives of information security and, for example, to prevent unauthorised access, theft, modification or destruction of data. As part of their daily work, every employee is required to be vigilant in order to prevent misuse of and by means of our IT systems.

## **11. Confidentiality**

At a minimum, we classify all information that is not intended for disclosure to third parties as internal and protect it from unauthorised access. Confidential or strictly confidential information includes, but is not limited to, business and trade secrets as well as other data for which the interest in confidentiality arises from the nature of the information.

## **12. Social media**

We use social media responsibly. Content to be shared must comply with current laws and regulations as well as internal rules. We reject offensive or objectionable content and do not disseminate it.

## **13. Property of PKS**

We treat our property responsibly and carefully. We use work equipment, office furniture and IT equipment in a manner which conserves resources,

and we reuse equipment wherever possible. Consumables are used sparingly.

#### **14. Conflicts of interest**

PKS employees always keep corporate interests strictly separate from their private interests. In connection with their professional activities, they may only promote the corporate interests of PKS and its Group companies. Conflict-of-interest situations or even the appearance of conflicts must be avoided. Employees are required to report potential or actual conflicts of interest to their superiors promptly / without culpable delay.

#### **15. Anti-corruption**

We are committed to integrity in our business dealings. PKS does not tolerate corruption under any circumstances. Corruption impairs fair competition and harms PKS, both economically and in terms of its reputation. We will not consider any business transactions that involve the violation of applicable law or company regulations in connection with the granting or acceptance of benefits.

#### **16. Terrorism and money laundering**

We do not do business with organisations or individuals associated with terrorism, drug trafficking, money laundering or other criminal activities.