

## 1 Purpose

Corporate Social Responsibility (CSR) and thus a socially responsible company management are fundamental and core principles of corporate action of Tisca Tischhauser AG (following: Tisca).

Whenever corporate decisions are taken, the economic, social and ecological consequences must be borne in mind and an appropriate balance of interests must be struck.

This Code of Conduct gives the necessary instructions for responsible corporate actions in dealings with customers, contractual partners, employees and co-workers.

The provisions of the Code of Conduct as well as our further in-house regulations form part of our Corporate Governance structure.

Adherence to these rules of conduct and compliance with all applicable laws and requirements has highest priority in the conduct of our business activities.

## 2 Applicability

This Code of Conduct applies worldwide to the entire company of Tisca, including all its subsidiaries, and is binding upon the employees of all business units, branch establishments and subsidiaries. This Code of Conduct forms an integral part of the employment contract of all employees.

This Code of Conduct applies also to our contractual partners, namely suppliers, service providers, consultants and agents. We expect them to adhere to this Code of Conduct in the performance of their contractual activities. To this end, our rules of conduct shall also be brought to their attention.

## 3 Responsibilities

All employees and contractual partners are obliged to create a working environment which guarantees the integrity of business practices and this Code of Conduct.

Any breaches of this Code of Conduct and/or the applicable legal provisions are to be reported immediately to the management.

Employees should not hesitate to report violations out of fear of reprisals or acts of retaliation. Employees who report violations of law and/or breaches of the Code of Conduct in good faith will not be disadvantaged or punished as a consequence unless they have committed violations themselves.

## 4 Compliance with the Law

Tisca complies with the laws and legal provisions of the countries in which we operate.

All employees and contractual partners are obliged to comply with the legal requirements in their country and abroad in the execution of business decisions and actions.

All employees are obliged to keep themselves informed of all applicable laws, legal provisions, and in-house rules relevant to their professional activities.

## 5 Fair Competition

Tisca supports fair and open competition. Compliance with the applicable competition laws of the countries in which we and our contractual partners do business shall be ensured at all times.

## 6 Bribery and Corruption

Tisca does not tolerate bribery or corrupt business behavior.

All employees and contractual partners are strictly prohibited from offering or promising, directly or indirectly, unlawful pecuniary benefits of any kind, such as improper payments, payoffs, kick-backs, discounts or other improper benefits to public officials, private persons or companies in order to conclude business transactions, obtain services or an unlawful advantage, or to influence their business decisions.

Employees and partners are also prohibited from accepting or receiving promises of any sort of unlawful advantage from public officials, private persons or companies. This also applies to direct family members.

In particular, it is strictly prohibited to circumvent these rules by involving third parties.

## 7 Gifts and Entertainment

Employees and contractual partners should not make or accept monetary gifts or other non-cash benefits to authorities, officials, private persons or companies with whom business relationships exist or may be entered into.

Gifts (e.g. flowers, gift baskets, wine, boxes of chocolates), entertainment (e.g. invitations to meals and sports events) and favors to or from customers and contractual partners are only allowed within an accepted level of local custom and reasonableness and to the extent that they comply with local business practices, do not violate applicable laws, in-house rules and/or ethical standards, and do not have any influence on business decisions.

Gifts, entertainment and favors should therefore be chosen such that the recipient is not embarrassed to accept them, is not prompted to keep their acceptance secret, is forced into a position of dependence and any appearance of dishonesty or incorrectness of Tisca employees or contractual partners is avoided.

Gifts, entertainment and favors shall be considered customary and reasonable in principal if their value is less than CHF/USD 100 per person and event and are made on an occasional (not regular or frequent) basis. Gifts, entertainment and favors which would be considered unusual or unreasonable should generally be refused.

All gifts, entertainment and favors of a value of CHF/USD 100 or more per person and event must be reported to the management before handing over or immediately after acceptance for approval.

## 8 Human rights

Tisca and their contractual partners respect the human rights in all business activities and ensure that no infringements of human rights do occur. Particularly, Tisca and their contractual partners respect the

- equality of rights and prohibition of discrimination
- protection of privacy
- right to freedom of opinion and free expression of opinions
- right of employees to health and safety at the workplace

## 9 Discrimination and Harassment

Tisca prohibits any kind of discrimination or harassment due to ethnicity, sex, religion, age, nationality, civil status, political opinion, sexual orientation, social origin, physical, intellectual or other characteristics. This prohibition of discrimination also applies to the selection, employment, supervision and management of employees.

Employees are obligated to treat each other, and third parties, with fairness, politeness and respect. Sexual harassment, mobbing and other harassment at work are strictly forbidden. Tisca will not tolerate retaliation against anyone for making good faith reports of harassment, or for participating in internal investigations in relation to harassment.

## 10 Working conditions, Occupational Safety and Health Protection

Tisca is committed to occupational safety and health protection in the workplace. For that reason, all employees must have knowledge of, and comply with, all statutory and in-house rules on occupational safety and health protection. Details are regulated in our safety concept for occupational health and safety. Any concerns regarding safety and/or health issues should be reported.

Tisca undertakes to respect social standards at all production sites. To that end, it complies with the core working standards of the International Labour Organisation (ILO), in particular

- prohibition of forced labor
- prohibition of child labor
- compliance with local working and rest time regulations
- payment of a wage which is appropriate to the activity and location of employment with identical pay for identical work
- compliance with local regulations on occupational safety and health protection
- respect for the right of assembly and collective bargaining

## 11 Data Protection

Personal data shall only be collected to the extent that such collection is legal and justified for business reasons. Such data shall only be made available to persons who have a need to know for the performance of their tasks.

Employee privacy shall be respected and protected when collecting and processing highly sensitive data.

Compliance with applicable data protection legislation must be ensured.

## 12 Environmental Protection

Tisca respects the environment in all our activities at all our places of business. It is a main concern of Tisca to protect the environment for present and future generations and to meet all applicable environmental protection regulations.

Therefore, we expect and support environmentally conscious conduct from our employees and contractual partners. This applies in particular to the development and use of new products and production technologies which conserve natural resources, allow recycling, reduce pollution and preserve the natural environment.

We take economically viable measures to achieve a satisfactory level of protection. In particular, we safeguard the responsible handling of chemicals and continuously optimize our consumption of water and energy or make sure that the consumption of these resources is kept as low as possible.

## 13 Quality and Safety of Products and Services

Highest quality, safety and continuing improvement are essential to Tisca's growth and success. Employees should strive to meet and exceed the expectations from our customers, internal and external, and ensure ongoing improvement of the quality our products and services.

Compliance with all safety standards and applicable legal requirements shall be ensured during development, production, delivery and provision of after-sales support. Any concerns in relation to the safety or quality of our products are to be reported as required.

## 14 Company Assets and Information

Employees and contractual partners shall protect all Tisca assets, tangible and intangible, and use them in a careful and professional manner.

Tangible assets include, but are not limited to, company-owned plants, tools, ware-house stocks, raw materials, office equipment and systems, including hardware and software.

Intangible assets and intellectual property include, but are not limited to, designs, patterns, color concepts, product and production know-how and configuration, backing and finishing formulations, chemical formulas, copyright rights, trademarks and patents.

Business secrets and information about Tisca, its products, customers, pricing strategies and information belonging to business partners protected under intellectual property law, including information about products, services, technologies and strategies, shall always be treated as strictly confidential.

The same also applies to all other important matters regarding the company such as financial information, information on the acquisition of other companies, the sale of business units or subsidiaries, changes in the management, technical developments and inventions, the conclusion or failure of important contracts.

Anyone who discloses such confidential information to third parties (including direct family members and friends) without proper authorization will be liable to criminal prosecution. This duty of confidentiality shall extend beyond the term of the employment relationship.

Each employee therefore undertakes to take the necessary precautions to protect business secrets and confidential information of Tisca. Wherever possible, such secrets and information shall be protected by non-disclosure agreements and registration of intellectual property rights.

Company property and business secrets may not be used or utilized by employees for personal benefit without the prior written consent of Tisca.

Computers, IT and telecommunications equipment may generally be used solely in the fulfilment of professional duties, and never for improper or unlawful purposes. More details are provided in our IT Regulation.

## **15 Recording Obligations**

All business transactions shall be correctly and fully recorded.

Each business activity shall be registered in such a way that the respective activity is completely transparent for accounting purposes at all times and can be allocated to the person(s) who authorized the transaction and bears responsibility for it.

Off-the-books accounts and other secret accounts not available for inspection by external auditors are strictly prohibited, as are false or misleading entries.

## **16 Training and Controlling**

Executive Management and supervisors provide for the instruction and training of employees in the content of this Code of Conduct as appropriate and supervise the compliance and enforcement of this CoC.

## **17 Sanctions**

Tisca will impose disciplinary and/or labor law violation sanctions, including termination of employment without notice, in addition to applicable penal sanctions, on employees who fail to comply with this Code of Conduct.

## **18 Effect**

This revised Code of Conduct shall come into effect on 1 June 2020, replacing all previous versions.