

# CODE OF CONDUCT POLICY

## 1. Scope

This Code of Conduct sets out how Cerafiltec Germany GmbH and all affiliated companies ("Cerafiltec") define ethical and honest behaviour. The values on which the Code of Conduct is based are the cornerstones of our entrepreneurial activity and the basis for trusting cooperation. The following rules are therefore binding for all Cerafiltec managers and employees.

## 2. Lawful Behaviour

Compliance with all applicable laws and regulations is of the highest priority for Cerafiltec. All Cerafiltec managers and employees must always comply with the applicable legislation, both in Germany and in the countries in which they do business.

Violations may adversely affect our customer relationships and reputation, have significant liability consequences for our company, lead to criminal prosecution of our employees and result in other negative consequences. In the event of violations of this Code of Conduct, Cerafiltec will therefore take appropriate disciplinary action where necessary.

## 3. Corruption and Bribery

Cerafiltec rejects any form of corruption, bribery, kickbacks or facilitation payments. Influencing decision-making processes by granting unfair advantages is not acceptable - whether in co-operation with business partners or with political decision-makers. We convince our business partners with the highest quality standards and customised solutions. It is prohibited to grant inappropriate or unlawful benefits to business partners or third parties or to request or receive such inappropriate or unlawful benefits; the form in which a benefit is granted is irrelevant.

We only work with reputable companies that comply with all applicable laws and regulations. Cerafiltec is committed to transparency and fairness in all business relationships and expects the same from its business partners. Every Cerafiltec manager and employee shall ensure that their actions are in compliance with the law and, if necessary, consult our Compliance Officer.

## 4. Money Laundering, Tax Evasion and Financing of Terrorism

Cerafiltec takes all necessary precautions to ensure that its business activities comply with the legal requirements for combating money laundering, tax evasion and financing of terrorism at all times. We carry out the money laundering assessments required by law where necessary and verify the identity and integrity of our business partners before entering into business relationships. We only accept funds that come from legal and traceable sources and do not do business with companies that enable or facilitate tax evasion. Business records must be complete, accurate and not misleading. The applicable retention obligations must be complied with.



## 5. Conflicts of Interest

A conflict of interest arises when the private interests of employees collide with the interests of Cerafiltec. Private interests can arise from family, financial or personal relationships, but must not influence decisions in the corporate context. We trust that all managers and employees will always act in the best interests of Cerafiltec and thus avoid conflicts of interest as far as possible. Conflicts of interest that cannot reasonably be avoided must be made fully transparent and reported to the responsible manager or our Compliance Officer.

In such cases, we will work with the relevant manager or the Compliance Officer to ensure that the behaviour or pending decision is in the best interests of the company.

## 6. Product Safety and Quality

Ensuring the highest safety and quality standards is of the utmost importance to us and forms a central part of Cerafiltec's corporate culture. Our aim is to convince our customers with outstanding and innovative technologies and products. To this end, we ensure that our internal guidelines, processes and control mechanisms are always observed.

Our employees play a critical role in maintaining our high product safety and quality standards. We strongly encourage you to report any concerns immediately to the responsible safety or quality manager.

## 7. Foreign Trade and Customs Regulations

As a company with global operations, we comply with the applicable export control laws as well as embargo and sanction regulations. Cerafiltec considers it essential that the relevant customs and foreign trade regulations are applied to the delivery or transport of its systems and their components, the provision of services or any transfer of knowledge or expertise. We screen our customers and business partners to see whether they are subject to embargoes or sanctions; this also includes end customers and the end use of the products. Cerafiltec takes appropriate measures to ensure that all managers and employees are familiar with the relevant export control and sanctions regulations and apply them correctly.

## 8. Human Rights

Cerafiltec respects the dignity of every human being and is committed to the protection of human rights. We respect and promote internationally recognised human rights and labour rights as set out in the International Bill of Human Rights and the International Labour Organisation (ILO) Declaration on Fundamental Principles and Rights at Work. Cerafiltec does not tolerate child labour or any other form of exploitation of children. We reject all forms of forced labour and human trafficking. These principles also apply beyond our company to our business partners. If we become aware of such violations in our supply chain, we will investigate them and work to put an end to them.



## **9. Labour and Social Standards and Anti-Discrimination**

For Cerafiltec, compliance with the highest standards of occupational health and safety is an absolute priority. We guarantee all applicable rights for employees and adhere to the respective local regulations on minimum wage, maximum working hours and holiday entitlements.

Cerafiltec is committed to a working environment that is free from discrimination, harassment and bullying. We value the diversity of our workforce and consider it to be one of our greatest strengths. Discrimination based on gender, age, ethnic origin, religion, sexual orientation, disability or other characteristics is not tolerated at Cerafiltec. Every employee has the right to fair and respectful treatment. We expect all managers and employees to implement these principles in their daily work.

## **10. Environment and Sustainability**

At Cerafiltec, we recognise our responsibility to the environment. Our goal is to improve global water quality and safety through advanced filtration technology. In doing so, we always strive for environmental compatibility and sustainability. The protection of water, soil, air and biodiversity is an integral part of our corporate culture. Cerafiltec wants to be a responsible player in global environmental protection.

## **11. Antitrust Law, Competition and Protection of Intellectual Property**

Compliance with all applicable antitrust and competition laws is a top priority for Cerafiltec. We want to operate in a fair and open market environment characterised by free and fair competition. Our managers and employees are prohibited from engaging in anti-competitive agreements or behaviour. This includes price fixing, anti-competitive market sharing, bid tampering or other forms of collusion with competitors. We reject any form of monopolies or abuse of a dominant market position. We respect the intellectual property of third parties.

## **12. Protection of Trade Secrets, Data Protection and Data Security**

All managers and employees ensure that sensitive company information and trade secrets are treated confidentially and processed responsibly. Confidential information must not be passed on to unauthorised persons and must be effectively protected.

We handle personal data carefully and responsibly. When collecting, storing and processing personal data, we comply with the applicable regulations and the Cerafiltec data protection manual. All employees are required to inform the Data Protection Officer immediately of any data protection breaches, in particular data theft or misuse. Company-owned devices provided by Cerafiltec must be used in accordance with the internal guidelines and protected against unauthorised access. Any loss or misuse of these devices must be reported immediately.

Contact details of the Data Protection Officer:



Name: Marc Fuchs  
Company: DATEV eG  
Address: Glücksteinallee 63 - 69, 68163 Mannheim  
E-Mail: [privacy@cerafiltec.com](mailto:privacy@cerafiltec.com)

### **13. Whistleblower System and Reporting Channels**

Cerafiltec offers managers, employees and other stakeholders secure, confidential and easily accessible reporting channels. We review every report of violations of legal provisions, internal guidelines and our Code of Conduct and will take the necessary clarification measures. Cerafiltec ensures that all whistleblowers are protected from sanctions and reprisals for reporting, provided they act in good faith.

We treat the name of the whistleblower and all circumstances that allow conclusions to be drawn about his or her identity as strictly confidential; a report can also be made anonymously.

We expect each individual to contact their manager, our Compliance Officer or the internal reporting office if they have any compliance concerns or questions.

Cerafiltec's internal reporting office can be reached at the e-mail address [compliance@cerafiltec.com](mailto:compliance@cerafiltec.com).

### **14. Communication and Training**

This Code of Conduct is published on the Cerafiltec intranet and homepage, <https://www.cerafiltec.com/>. Managers and employees of Cerafiltec are informed about the Code of Conduct and receive appropriate training.