

4SOURCE

Code of Conduct

4Source electronics AG

SOURCE

Preface

By principle, 4Source electronics AG carries out its work with fairness, integrity and honesty.

We subscribe to the idea of the social market economy and acknowledge our own social responsibility as part of a company that is active on the world stage.

This Code of Conduct is the shared set of values to which we voluntarily commit ourselves when interacting with customers and suppliers, employees and partners. Through it, we confront present and future challenges and address the ever-changing conditions of an increasingly networked global market. In so doing, we are living up to the expectations of society.

The focus of this Code is on occupational, social and environmental standards, comprehensive transparency and collaboration on the basis of mutual trust both within and without the company.

Rolf Jägen und Jörg Wilking
Managing Directors of 4Source electronics AG

Basic principles

This Code of Conduct is the foundational principle of socially responsible company management.

We take responsibility for the consequences of our business decisions and entrepreneurial action in economic, technological, ecological and social perspectives. Within the bounds of our capabilities, we act voluntarily for the benefit and sustainable development of global society. The model by which we orient our efforts is a set of universal ethical values and principles, in particular regarding integrity and honesty, respect for human dignity, openness and non-discrimination on the basis of religion, ideology, gender and ethnicity. We support and promote the upholding of this Code of Conduct and its contents by all other members of the value-added chain with whom we are in contact and have working relationships.

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Corporate management

Die 4Source electronics AG works actively to ensure respect and compliance with the values given below and their further development as necessary.

Compliance with the law

We uphold the law of the land, complying with the rules and regulations of any country in which we are actively engaged or intend to go into business. In addition, we demand all of our business partners comply with every legal provision in force and act decisively against infringements of legal conformity. In our internal relationships, we have established a comprehensive Legal Compliance Reporting system that is regularly inspected and updated by representatives of 4Source management.

Fairness and integrity

We strive towards fair competition and follow recognised business practices whose effect can be measured by our professional level of behaviour and quality of work even in competitive situations. All our processes and procedures are transparent and certified by DEKRA, for example with regard to Quality Management (ISO 9001) and unrestricted supply to aviation, space and defence (EN 9120). We consider it a given that we will cooperate fully in all dealings with supervisory authorities.

Fighting corruption

We reject all forms of corruption, bribery and unfair advantage as per the UN Convention in this regard and emphatically promote transparency, integrity of action and responsible leadership at the company.

Communication

We communicate openly about the requirements of this Code of Conduct and its implementation with regard to employees, customers, suppliers and other stakeholders. We are open and ready for dialogue discussing the optimisation and further development of our voluntary obligations. Partners' business secrets and information are treated as sensitive and confidential.

We create documents and files with integrity, never unfairly alter or destroy them and store them in proper conditions. Every employee of 4Source has signed a confidentiality agreement.

Human rights

We act to support the preservation and promotion of human rights as per the Universal Declaration thereof, and in particular the following:

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- › **Right to privacy**

- › **The right to health and well-being**

For example, by ensuring a safe and health-promoting work environment where accidents and injury are avoided

- › **Protection against harassment**

Either against corporal punishment, psychological or verbal harassment or abuse

- › **Freedom of opinion**

Protecting and guaranteeing the right to freedom of opinion and freedom of speech

- › **Good working conditions**

Compliance with the applicable standards as defined in the core conventions of the International Labour Organization (ILO)

- › **Fair remuneration**

Labour standards regarding the type and level of remuneration as per the applicable laws and regulations. On top of this, participation by top-performing staff in the success of the company

- › **Working hours**

Upholding standards on the maximum permissible working hours

- › **Employee rights**

Respect for employee rights with regard to freedom of association, freedom of assembly and collective bargaining, within the limits of what is legally permissible

- › **Prevention of discrimination**

Equal treatment of all employees

- › **Prohibition of child labour and forced labour**

- › **Environmental protection**

Upholding regulations and standards relating to environmental protection and the responsible handling of natural resources as per the United Nations Rio Declaration; in addition, 4Source environmental management is certified by DEKRA (ISO 14001)

- › **Civil engagement**

Contributing to social and economic development in our country and region – supporting our employees' volunteering activities

- › **Consumer protection**

Compliance with all consumer protection regulations and corresponding sales, marketing and information practices

Afterword

This Code of Conduct was drawn up on the basis of the “Code of conduct for social responsibility” by the German sector association ZVEI*1, whose original version we consider its equivalent. In addition, it fully corresponds to the current Code of Conduct by the international RBA*2, which arose from its predecessor organisation, the EICC*3, as the largest sector association in the world.

*1 Zentralverband Elektrotechnik und Elektronikindustrie e.V.

*2 Responsible Business Alliance

*3 Electronic Industry Citizenship Coalition

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