

## **TES Code of Conduct**

### **Preamble**

The TES Group consisting of TES Electronic Solutions GmbH and TES Innovative Services GmbH (“TES”) sees itself as part of an internationally interconnected economy. All its locations are part of the states and their societies in which TES operates. TES follows the basic understanding of the "honorable Merchant (ehrbarer Kaufmann)" and acknowledges its responsibility as a company. TES observes the direct and indirect effects of its business activities on the environment and society and strives to bring economic, ecological and social concerns into an appropriate balance of interests.

TES acts in accordance with generally recognized values and principles, behaves in accordance with the law and in particular observes the internationally recognized human rights and labour standards, as set out below.

TES stands for the goals and content of the Code of Conduct and will, within the scope of its respective legal and actual possibilities, make all appropriate and reasonable efforts to continuously comply with the voluntary commitment at all of its company locations.

If existing national regulations conflict with the content of the Code of Conduct or the domestic context makes it impossible to fully comply with the Code of Conduct, TES will seek ways to comply with the requirements of the Code of Conduct wherever possible.

### **1. Ethical / moral commitment and integrity**

TES pursues exclusively legal business goals and practices and only maintains business relationships with reputable partners. TES behaves fairly and respectfully towards business partners and customers and respects different legal, economic, social and cultural backgrounds and the special circumstances of the countries and regions in which TES operates. In doing so, TES respects the international laws and the laws of the countries and regions in which business activities take place. TES always bases its business activities on universally valid ethical values and principles, including integrity and respect for human dignity.

### **2. Corruption, trade control, money laundering**

TES rejects all forms of bribery and corruption. To this end, we avoid even the appearance of this - whether in the form of granting or accepting unfair advantages. TES acts in accordance with the applicable import and export control regulations and complies with the legal requirements for the prevention of money laundering.

### **3. Fair competition**

TES advocates free and fair competition. TES does not tolerate anti-competitive agreements and ensures that the company acts in accordance with the applicable antitrust laws. TES rejects competitive advantages through unfair business practices.

#### **4. Handling personal data, protection of confidential information and intellectual property**

TES respects the personal rights of its employees, business partners and customers and, when handling personal information, follows the applicable legal and regulatory requirements for the processing of personal data and information security. TES protects entrusted trade secrets and other confidential information of its business partners and customers against unauthorized acquisition, use and disclosure, at least in accordance with the relevant legal provisions for the protection of trade secrets. TES respects the intellectual property of its business partners, customers and other third parties and, when exchanging know-how and technologies, ensures that adequate precautions are taken to protect intellectual property rights.

#### **5. Protecting consumer interests**

TES is a Business-to-Business enterprise however to the extent that products and services from TES affects the interests of consumers, appropriate measures are taken to ensure the safety and quality of the products or services. TES ensures that the products or services comply with the relevant statutory consumer protection provisions.

As part of information and sales measures, TES takes consumer interests into account by applying the legal requirements for fair business, marketing and advertising practices and consumer education.

#### **6. Ecological responsibility and obligation**

The protection and preservation of the natural resources affects and obligates us all. With this in mind TES carries out its business activities in an ecologically responsible manner and is committed to the goal of a climate-neutral future.

##### **Protection of the environment and climate**

TES assumes its ecological responsibility by applying the applicable legal requirements and recognized standards for protecting the environment and climate. TES works to ensure that the negative impacts of business activities on the environment and climate are continuously reduced.

TES does not operate a manufacturing business, but applies, where applicable, the laws applicable to its business and takes appropriate measures based on legal and internationally recognized environmental and climate standards.

##### **Animal and species protection**

TES observes the principles for the protection of animals and biological diversity and if applicable aligns its business activities accordingly. The keeping and use of animals must comply with the applicable legal animal protection requirements.

#### **7. Human rights and labour standards**

Human dignity is inviolable. Therefore, TES respects the internationally recognized human rights set out in the Declaration of Human Rights of the United Nations.

In all business activities, TES strives not to cause or contribute to human rights violations. TES expects the same from its business partners.

## **Employment relationships**

TES treats its employees with respect. TES rejects any form of unlawful punishment, abuse, harassment, intimidation or other undignified treatment of employees.

TES applies the applicable labour law to all employment relationships and expects the same from its contractual partners. Employees must be provided with understandable information about the essential working conditions, including their rights and obligations, working hours, remuneration, and payment, at the start of their employment. TES respects and protects the right of employees to terminate their employment relationship in compliance with the relevant notice period.

## **Rejection of child labour and protection of young workers**

TES does not tolerate child labour and observes the applicable legal minimum age for starting work. In any case, TES does not employ persons under the age at which compulsory education ends under the law of the place of employment, nor under the age of 15. Internships are organized in accordance with the legal provisions.

TES expects its contractual partners to have appropriate means of determining age in order to prevent child labour. If child labour is identified, all necessary measures must be taken immediately that focus on the well-being, protection and development of the child.

In the case of persons under the age of 18, the rights of young workers must be observed; they may only be employed if it is ensured that the working and employment conditions do not pose a risk to their health, safety or morals, nor are harmful to their development.

## **Rejection of forced labour**

TES rejects forced or compulsory labour in any form. This also applies to any form of debt bondage, serfdom, slavery or slave-like practices, human trafficking and extends to all forms of involuntary work and services that are incompatible with internationally recognized labour and social standards.

## **Principles of remuneration**

TES applies the statutory provisions for remunerating work. TES ensures that the pay of employees in the company does not fall below the applicable statutory minimum wage. In countries or regions without a statutory or collectively agreed wage framework, TES ensures that the wage paid is sufficient for regular full-time work to meet the basic needs of employees. TES does not tolerate wage deductions that are not permitted by law, including wage deductions as a disciplinary measure.

## **Working hours**

TES applies the statutory provisions on working hours, including overtime, rest breaks and vacation.

TES ensures that

- the regular weekly working hours plus the maximum possible overtime are not exceeded,
- working time regulations are adhered to

### **Diversity and inclusion, prohibition of discrimination**

TES values the diversity of its employees and promotes a working environment that enables inclusion. Therefore, TES is committed to equal opportunities and rejects any form of discrimination and unequal treatment based on national and ethnic origin, social background, health status, disability, sexual orientation, age, gender, political opinion, religion or ideology. TES lives by the principle of equal pay for male and female employees for work of equal value.

### **Health and safety at work**

TES observes national and international occupational health and safety standards. TES ensures a safe and healthy working environment (avoiding accidents, injuries and work-related illnesses) in order to maintain the safety and health of its employees and third parties.