

## Code of Conduct of Hilscher Gesellschaft für Systemautomation mbH

### I. Preface

As a manufacturer and service provider, providing automation solutions for factory automation, Hilscher Gesellschaft für Systemautomation mbH (Hilscher) is one of the leading companies in the industry. The company was founded in Hattersheim in 1986 and today employs over 360 people at twelve sites worldwide. In addition to PC cards, gateways and modules, the product portfolio also includes its own network controller family and IoT communication solutions, as well as development services and customized assembly production.

Hilscher's Code of Conduct sets standards on human and labor rights to ensure that employees are treated with respect and dignity, and that business is conducted in an environmentally and ethically responsible manner.

This Code of Conduct applies to all employees, business units and vendors. Hilscher will make every appropriate and reasonable effort to continually implement and apply the principles and values described in this document.

Hilscher considers the principles and requirements of this Code of Conduct a minimum standard for sustainable cooperation, vendor management and entrepreneurial activity.

If any abusive conduct is noticed or suspected, Hilscher needs to be informed about it without delay. Violating the Code of Conduct may lead to the employment contract or business relationship being terminated, or also result in other claims.

## II. Principles and requirements

### 1. Compliance with laws and regulations

All current and applicable national and international laws and regulations, minimum industrial standards and ILO (International Labour Organization) and UN conventions<sup>1</sup>, as well as any other relevant regulations, need to be complied with.

### 2. Data protection

All applicable data privacy provisions (in particular the GDPR) need to be complied with. Confidential business data needs to be stored securely.

### 3. Privacy

The privacy of all employees is protected.

### 4. Health and Safety

Health and safety at work are preserved. In particular, a safe and health-promoting working environment is guaranteed, so that accidents and injuries are avoided.

### 5. Harassment and Violence

Protection against any psychological, physical, sexual or verbal harassment and violence is guaranteed to everyone.

### 6. Discrimination

Any discrimination based on the following attributes is not permitted:

Religious or political views; ethnic origin and affiliation; skin color; gender identity and expression of gender; sexual orientation; age; disability; trade union membership; formerly having served in the armed services; marital status.

Current and future employees may, moreover, not be subjected to medical tests or any physical tests that could be used in a discriminatory way.

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<sup>1</sup> <https://www.ilo.org/global/lang-en/index.htm>

## **7. Remuneration**

The remuneration paid to employees needs to be in line with any local laws.

## **8. Hours of work**

The working hours may not exceed the maximum number of hours applicable under local law. In addition, the weekly working hours, including any overtime worked, should not exceed 60 hours. Staff need to be granted one day off at least every seven days. Emergencies and extraordinary circumstances form exceptions.

## **9. Environmental protection**

Environmental protection regulations and standards are met. We act in an environmentally conscious manner and with the aim of continuous improvement. Furthermore, natural resources are used responsibly.

## **10. Child labor**

The ban on child labor, i.e. employing persons under the age of 15<sup>2</sup>, applies, unless local legislation sets higher age limits and to the extent that no exceptions are permitted.

## **11. Forced labor**

Forced labor of any kind is prohibited.

## **12. Respect and preservation of human rights and prohibition of slavery or human trafficking**

The internationally recognized human rights need to be maintained. The personal rights, dignity and privacy of the employees need to be respected. Slavery and/or human trafficking is rigorously prohibited, and will be severely penalized.

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<sup>2</sup> In conformity with ILO Convention 138

### **13. Conflict minerals**

Applicable laws and regulations on conflict minerals must be observed.

### **14. Freedom of expression and association**

The right to freedom of expression and free speech is protected and ensured. The right to form associations representing the rights and interests of employees is guaranteed.

### **15. Business Integrity**

The highest standards of integrity are to be upheld in all business activities.

Clean and recognized business practices and fair competition are pursued. A zero-tolerance policy is pursued with regard to the prohibition of all forms of bribery, corruption, extortion and embezzlement.

Transparency, acting with integrity and responsible management, as well as corporate accountability, are promoted in an appropriate manner.

There is likewise the option of being able to report grievances anonymously at any time, using a whistleblower system.

### **III. Implementation, monitoring, violations, reporting**

The principles and requirements of this Code of Conduct are key to the employment relationship or the business relationship with Hilscher. Hilscher must be informed immediately if anyone is aware of or suspects abusive behavior. We would like to point out that any violations of this Code of Conduct by our employees and business partners may lead to disciplinary measures or have consequences under labor law. In the case of any violations on the part of employees, this may likewise have contractual implications, and, in the case of sustained violations, also lead to the employment contract being terminated.

### **IV. Closing remarks**

Our Code of Conduct forms the basis for our strong and individual commitment to integrity, and offers practical guidance to our employees, vendors and branch offices on how we wish to conduct business worldwide.

In order to continue to play a leading role in global automation, we need to pursue the highest standards of integrity, accountability, sustainability and transparency. This commitment is reflected in our Code of Conduct.

Hilscher deems the principles and requirements of this Code of Conduct a minimum standard for lasting success on the part of all parties involved.