



## Business principles and guidelines

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We conduct our business with all applicable laws and regulations. Violations of the applicable law are not acceptable. In addition, Ferdinand Gross accepts the International Standard ISO 26000, published in Germany as DIN ISO 26000, as a guide to corporate social responsibility. This applies both to the company management and to each individual employee.

### **I. Human rights and working conditions**

#### **1. Human rights**

At Ferdinand Gross, we and our suppliers comply with internationally recognized human rights.

#### **2. Child labour and forced labour**

At Ferdinand Gross, we and our suppliers prohibit and refrain from any kind of child labour or forced labour.

#### **3. Discrimination**

At Ferdinand Gross, we and our suppliers prohibit any form of discrimination. No employee or business partner may be discriminated because of his or her gender, age, colour, race, nationality, sexual orientation, disabilities or religious conviction. Harassment, bullying or intimidation is prohibited.

#### **4. Management**

The management respects the personality and dignity of all employees and acts as a conflict mediator. All employees, especially the management, are aware that they are representing the company towards third parties.

#### **5. Right to continuing education**

At Ferdinand Gross, we and our suppliers guarantee our employees the right to continue their education throughout their professional career. In order to ensure this, Ferdinand Gross has established the "FG-Academy" in which employees can take part in training programmes free of charge.

#### **6. Occupational health, safety and environmental protection**

At Ferdinand Gross, we and our suppliers comply with all applicable national laws, regulations and standards regarding health, safety and environmental protection. Ferdinand Gross has appointed an environmental protection officer as well as a safety inspector who guarantee the implementation of measures. Employees take part in regular training courses.

#### **7. Working time and remuneration**

At Ferdinand Gross, we and our suppliers fully comply with applicable national statute on working time and remuneration.

#### **8. Freedom of association**

At Ferdinand Gross, we and our suppliers guarantee our employees the right to peacefully unite.

#### **9. Secondary employment for Ferdinand Gross employees**

Employees must not have a secondary employment without approval of Ferdinand Gross.

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### **II. Obligation to confidentiality, company property, data protection**

Insider information shall be treated in strict confidence and must never be disclosed to third parties. Employees have to take care of company property. When personal data are used privacy must be maintained and the security of all business data must be ensured. Ferdinand Gross has appointed a data protection commissioner who ensures data protection.

### **III. Prohibition of corruption**

At Ferdinand Gross we have zero-tolerance for corruption. Suppliers and service providers are chosen on the basis of objective criteria. It is prohibited to offer, promise or grant any advantages with the goal of securing any form of preferential treatment in business transactions.

### **IV. Antitrust law**

At Ferdinand Gross, we and our suppliers comply with the applicable antitrust laws and regulations.