

## ***Compliance Guidelines***

One of Zytomed Systems' first priorities is the respectful treatment of our business partners. By this we mean ethically impeccable conduct both in regards to interpersonal relations as well as in economic and legal matters. We of course pay all taxes and related charges arising within the given statutory framework. We do not belong to any sect or sect-like organizations and completely oppose any type of related membership.

Our associates have committed themselves to our ethical standards and have vowed to act accordingly:

### **Confidentiality**

We promise that all information (verbal/written) will be kept confidential from all external third parties unless the information is already available in the public sphere. Disclosure requested by a legal entity is of course an exception.

### **Compliance with the law:**

- We consider compliance with the law as unequivocal. This particularly applies to laws concerning fair competition, data protection, intellectual property rights, the fight against money laundering and insider trading.
- We do not tolerate any form of bribery or corruption.

The following points regarding interactions with staff members are particularly important:

- Respect for the individual and the protection of personal dignity
- Fair remuneration
- Equal opportunities for employees regardless of ethnic origin, gender, religion or beliefs, disability, age or sexual orientation.
- We do not tolerate any improper treatment of employees such as discrimination, coercion, abuse, exploitation or sexual harassment.
- Ongoing training and continuing education of staff members
- Workplace safety through both precautionary measures for preventing accidents and occupational illnesses as well as through regular training sessions in occupational safety.
- The explicit rejection of child labour.
- The explicit rejection of illegal employment
- The explicit rejection of forced labour

The following points regarding interactions with customers and suppliers are particularly important:

- We foster a cooperation-based relationship
- We provide true and fair product details
- We provide the greatest possible degree of transparency and expect the same in return
- We repudiate all anti-competitive practices and agreements (corruption and bribery)

We reserve the right to adapt this compliance policy to changing requirements.

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Zytomed Systems GmbH

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