

Dokumententitel	Nummer	Ausgabe
Code of Conduct LGV - EN	MS-064	1
Erstellt: J. Jähnel	Freigabe: K. Simon	Datum: 11.07.2022

Code of Conduct

Preamble

Our **Code of Conduct** is intended to be a guideline for the entire company, LGV Electronic Distribution und Vertriebs GmbH and therefore applies equally to each of us. Specifically, it is addressed to the top management, the executives and all our employees and suppliers. On the one hand, it represents the demand we place on ourselves to live up to the values and principles listed therein, and at the same time it signals to the outside world responsible behaviour towards our business partners, customers and employees.

Commitment of the company management

The company, LGV Electronic Distribution und Vertriebs GmbH feels obligated to act economically, socially and environmentally conscious. The company strives to conduct its business competently and on an ethical and moral basis and to compete fairly in all markets in which it operates. This includes compliance with applicable laws and acceptance of anti-trust prohibitions or restrictions on competition. We want to avoid gaining undue advantages over customers, suppliers or competitors.

Team spirit, constructive cooperation

We constantly question existing solutions and develop new ideas for the benefit of our customers. To this end, we promote constructive teamwork among our employees. Their interests and demands on us are decisive for our work and further development. We are successful in our cooperation due to the diversity of our employees and their commitment to the business areas.

Standards of cooperation

We expect all our employees to act in accordance with the highest professional standards and company guidelines at all times. If employees violate existing guidelines, rules or regulations in the course of their work or through their conduct, they will be subject to disciplinary action.

Open communication with employees

We do not cover up misconduct. If employees report actual or suspected misconduct in good faith, we will not tolerate intimidation or retaliation against them. We understand "in good faith" to mean that the employee is convinced that his or her account is true. This applies regardless of whether a subsequent investigation confirms the employee's version or not.

Dialogue with cooperation partners

All business information of our partners and their trade secrets are treated sensitively and confidentially as a matter of principle. Necessary documents are properly prepared, stored or destroyed in accordance with the current data protection policy after the end of the cooperation.

Customer orientation

We behave fairly and honestly towards our customers and business partners. We record the wishes, needs and expectations of our customers and business partners in order to ensure a targeted implementation in products, services or other processes. Our primary goal is to build a long-term and stable relationship with our customers and business partners on the basis of trust.

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Acceptance of gifts, donations

a) Gifts to our employees

Our employees do not request or accept personal benefits from customers or suppliers that could influence or affect their own behaviour with regard to their own work for the company. If gifts are offered by third parties, they may only be accepted if they are common practice and can be recognised as a courtesy or kindness (promotional gifts with the logo of the donating company, such as calendars or pens).

b) Donations

As a matter of principle, LGV Electronic Distribution und Vertriebs GmbH does not make donations to political parties, to individuals or to organisations whose objectives contradict our corporate philosophy or damage our reputation. Donations are always made in a transparent manner.

Bribery and corruption

We do not tolerate any form of corruption or bribery, regardless of whether this damages our company assets or the assets of third parties. We have control mechanisms in place to prevent bribery, theft, embezzlement, fraud, tax evasion or money laundering. Our employees are prohibited from accepting or giving favours of any kind (cash, travel, gifts etc.) that are linked to an undue advantage (order placement, project award etc.). Our business partners are also required to avoid conflicts of interest that entail a risk of corruption.

Data protection

We treat all personal data of our customers, business partners and employees with the utmost care. This includes names, addresses, telephone numbers as well as date of birth or information about the current state of health. Our employees are obliged to take all measures to secure the data and to protect our IT system against both internal and external data theft. This applies in particular to passwords misused in the company and unauthorised downloading of files, especially of inappropriate material from the Internet.

Protection of the environment

The protection of the environment and the climate is an important concern for us. Our employees are required to treat all natural resources used in our company (e.g. energy, water surfaces) with care. Our employees are expected to act responsibly in the production and distribution of our products and/or services. To protect our employees, we comply with all laws and regulations concerning health and safety in the workplace. To this end, our managers in particular take measures to create a healthy and hazard-free working environment for our employees.

Compliance with applicable law

We require our managers to familiarise themselves with the laws, regulations and rules relevant to their area of responsibility and to comply with them without exception. Our managers in particular bear a high level of responsibility in complying with the Code of Conduct. The business practices of our business partners and their suppliers must also take into account the applicable laws. This applies in particular to import, export and domestic trade in goods, technologies or services, but also to payment and capital transactions.

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Fair competition

We are committed to fair competition and abide by these laws and rules. We refrain from agreements on prices, conditions and strategies with competitors, suppliers, other companies and traders that hinder fair competition. We do not participate in any anti-competitive boycott.

Prohibition of discrimination

Any form of discrimination is prohibited as a matter of principle. This applies regardless of nationality, ethnicity, age and gender, sexual orientation, marital status, pregnancy or disability, or religion or belief. Promotions and new appointments are always made without discrimination.

Dealing with internal company information

It is important to us that the products manufactured, the work equipment used and the intellectual property of the company are handled carefully and responsibly.

Protection against child or forced labour

We strictly reject child or forced labour without exception and expect the same from our business partners. School-age children (younger than 15 years) must not be employed even if the legal requirements of the respective country of our supplier would allow this.

Implementation and enforcement

The company LGV Electronic Distribution und Vertriebs GmbH undertakes to make the necessary efforts to comply with the principles and values described in this Code of Conduct.

Flörsheim, 11.07.2022

Klaus Simon



Place, date

Managing Director