

YOUR PARTNER FOR  
MEASUREMENT, CONTROL  
& WEIGHING TECHNOLOGY



### **PCE INSTRUMENTS - MEASUREMENT TECHNOLOGY FROM THE MANUFACTURER**

As a manufacturer and supplier of industrial products, together with our customers, suppliers and business partners, we make important contributions to environmental protection in operations and to the safety of employees. We stand for reliability, efficiency and professionalism.

Today, PCE Instruments is one of the internationally successful suppliers of professional measurement technology. Customers worldwide rely on measurement solutions from PCE Instruments. With PCE measuring and testing instruments, a wide range of products is offered, which is constantly adapted to the current requirements of the users. PCE Instruments' main focus is on mobile measurement technology, for different industries and areas of application, both in the industrial sector and in research and development. The acquisition, documentation and evaluation of measurement data is becoming increasingly important in all conceivable areas, and with measurement solutions from PCE Instruments this can be implemented quickly, precisely and easily. Within the scope of our worldwide entrepreneurial activities, we are committed to our social responsibility "Corporate Social Responsibility".

We procure raw materials, goods and services worldwide from long-standing suppliers and trading partners, whereby the prerequisite of every entrepreneurial action naturally includes compliance with the respective national legal requirements, as well as environmental protection, economic and ecological requirements. We are committed to the Human Rights Declaration on the principles of internationally recognised standards for responsible corporate governance.

### Sustainable supplier management / Code of Conduct

Success and ethics. It often seems that these two do not really go together. However, a clean slate is of great importance for every company!

Therefore, it is the successful combination of these two aspects that ensures long-term success and the trust that our customers and business partners place in us.

A "*Code of Conduct*" offers companies as well as their suppliers and partners a minimum standard as a guideline and thus a certain basic protection. "*Codes of Conduct*" are codes of conduct in general and provide orientation for concrete business situations. It often makes sense to base the Code of Conduct on the organisation's mission statement. In practice, the formulated rules of conduct serve as orientation aids for employees in order to produce desirable behaviour or to avoid undesirable actions.

With a *code of conduct*, companies can draw attention to applicable laws, standards and legal risks that are relevant to their business activities.

What the regulations in the „*Code of Conduct*“ refer to in detail, and how far they go into detail, can vary greatly from company to company. The same applies to topics that can be covered in the „*Code of Conduct*“.

If an employee of the company violates applicable law, the management may be legally prosecuted: The common accusation usually refers to the violation of the duty of order and supervision.

By explicitly prohibiting criminal behaviour in the Code of Conduct, communicating it and randomly monitoring compliance with the Code of Conduct, management increases its chances of remaining unpunished in the event of employee violations. A typical code of conduct covers the following topics:

- Team spirit, constructive cooperation
- Standards of cooperation
- Open communication with staff
- Dialogue with cooperation partners
- Customer orientation
- Acceptance of gifts, donations
- Bribery and corruption
- Data protection
- Protection of the environment
- Compliance with applicable law
- Fair competition
- Non-discrimination
- Dealing with internal company information
- Protection against child or forced labour

### **Team spirit, constructive cooperation**

We constantly question existing solutions and develop new ideas for the benefit of our clients. Their interests and requirements are decisive for our work and further development.

To this end, we promote constructive teamwork among our employees at our headquarters and among each other in our various branches outside Germany. We are successful in our cooperation due to the diversity of our employees and their commitment to the business areas.

### **Cooperation standards**

We expect all our employees to act at all times in accordance with the highest professional and moral standards and guidelines of our company.

If employees violate existing guidelines, rules or regulations in the course of their work or through their behaviour, they will be subject to disciplinary measures.

### **Open communication with employees**

We do not cover up misconduct.

Employees who report actual or suspected misconduct in good faith will not be intimidated or retaliated against.

We understand "*in good faith*" to mean that the employee is convinced that his or her account is true. This applies whether or not a subsequent investigation confirms the employee's version.

### **Dialogue with cooperation partners**

All business information of our partners and their trade secrets are treated sensitively and confidentially as a matter of principle.

Required documents are properly created, stored or, if necessary, destroyed 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.

### Acceptance of gifts, donations

#### a) Gifts for our employees

Our employees do not request or accept personal benefits from customers or suppliers that influence or could influence 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 favour (promotional gifts with the logo of the company giving the gift, such as calendars or pens).

In the case of gifts whose value exceeds the usual amount, the QMB or the management must be informed. If this is not possible, these gifts must always be refused.

#### b) Gifts from our employees

Gifts on our part may also only be offered within a framework that is customary for the business relationship and to a materially appropriate extent.

The recipient must not be able to associate any obligation with it that would influence his or her business decisions.

#### c) Donations

As a matter of principle, PCE Deutschland GmbH does not make donations to political parties, individuals or organisations whose goals contradict our corporate philosophy or damage our reputation.

The allocation of donations is always transparent.

### Bribery and corruption

We do not tolerate any form of corruption and bribery, regardless of whether this damages our company assets or the assets of third parties. We ensure through control mechanisms that bribery, theft, embezzlement, fraud, tax evasion or money laundering are prevented.

Our employees are prohibited from accepting or giving favours of any kind (cash, travel, gifts, etc.) that are linked to an undue advantage (contract award, project award, etc.).

Our business partners are also required to avoid conflicts of interest that pose 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, which are suitable to protect our IT system against internal as well as 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**

Protecting 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, etc.) 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 at work. To this end, our management and the QMB in particular take measures to create a healthy and hazard-free working environment for our employees.

### **Compliance with applicable law**

We oblige our management 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 comply with 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. Violations of economic embargoes as well as trade, import and export control regulations must also be ruled out by our business partners, as must the financing of terrorism.

### **Fair competition**

We are committed to fair competition and comply with the relevant 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**

We attach the utmost importance to the careful and responsible handling of the products manufactured, the working materials used and the company's intellectual property.

### Protection from child or forced labour

We strictly reject child or forced labour without exception and also expect this from our business partners and suppliers. Children of compulsory school age (younger than 15 years) may not be employed even if the legal requirements of the respective country of our supplier would allow this.

We, PCE Instruments, are aware of our responsibility to contribute as part of society to make the future liveable and sustainable for all in the long run.

Irina Holzmann

A handwritten signature in blue ink, appearing to read 'Irina Holzmann', written above a horizontal line.

Andreas Barth

A handwritten signature in blue ink, appearing to read 'Andreas Barth', written above a horizontal line.

Jörg Gerke

A handwritten signature in blue ink, appearing to read 'Jörg Gerke', written above a horizontal line.

Benjamin Senger

A handwritten signature in blue ink, appearing to read 'B. Senger', written above a horizontal line.