

CODE OF CONDUCT



Economic success and social responsibility are two goals of our company that can not be separated. Responsible and ethical behavior towards employees, business partners, our society and the environment are an integral part of the core values of PentaCarbon GmbH.

As a common guideline for our decisions and actions, the Code of Conduct specifies minimum binding standards for responsible behavior with business partners, the general public as well as for the conduct within the company.

PENTACARBON GMBH IS COMMITTED TO THE FOLLOWING OBJECTIVES, WHICH WE REGARD AS BINDING:

- **Compliance with applicable laws**
- **Respect for human rights**
- **Fair competition**
- **Anti-corruption**
- **Avoid conflicts of interest**
- **Accurate accounting**
- **Data protection and data safety**
- **Environmental protection**
- **Work and health protection**
- **Compliance with trade regulations**
- **Compliance with the standards according to DIN EN ISO 9001-2015**

Our core values

At PentaCarbon GmbH people are the most valuable aspect. Employees and customers are those, who help us achieve success on a daily base. PentaCarbon GmbH is committed to a strong long-term relationship with its customers.

Our first priority is to meet the needs of our customers and to convert their objectives in the best way possible. Based on this, we provide our quotations and process the entrusted orders.

We rely on obtaining correct, valid and specified information from our customers and guarantee using this information strictly confidential.

Laws and regulations

PentaCarbon GmbH is committed to comply with all applicable laws and regulations and requires business partners to share the same commitment.

Human rights

PentaCarbon GmbH wants to ensure that all employees act according to the international recognized human rights as well as the essential labor and social standards.

We promote a diverse and integrative work environment in which all employees are treated with respect and dignity. We demand that the following standards be complied with:

Prohibition of discrimination in employment and occupation

Any form of discrimination, exclusion or preference made based on ethnic origin, skin color, sex, religion, political opinion, national descent and social origin, which leads to annulment and impairment of equality of opportunities or treatment in employment or occupation, is omitted.

Prohibition of forced labor/child labor

Any activity based on forced labor, compulsory labor or child labor is prohibited.

Violence/harassment

Each employee is obliged to respect the personal sphere of their colleagues.

Harassment, bullying and violence are prohibited.

Business ethics/fair competition

We are committed to a fair relationship with business partners as well as third parties and support unadulterated competition according to the following standards:

- Compliance with all applicable competition laws
- Compliance with all applicable laws when compiling competitive data
- No attempts of unlawful or non-ethical behavior to suppress or restrict competition, which would violate competition laws
- No exchange and no discussion of prices with the competition
- No unfair, misleading or deceptive trade

Anti-corruption

In competition we are able to achieve our goal of a successful and sustainable business by convincing with quality and valence of our products and services. We support the national and international efforts not to influence or distort competition by bribery and to reject any corrupt behaviour.

PentaCarbon GmbH prohibits the unlawful offering, granting, requesting or accepting of advantages to or from business partners.

In addition, we prohibit grants to employees and their dependents, with the exception of low-valued non-monetary gifts/advertising gifts and hospitality in context of business meetings.

Conflicts of interest

We attach a great deal of importance to the fact that our employees are not in conflict between their private interest and professional interests and responsibilities at PentaCarbon GmbH. This is why all situations that could lead to a conflict of interest should be avoided. Business decisions should be based on objective criteria and not on private interests or relationships.

Accurate accounting and records

PentaCarbon GmbH guarantees correct accounting practices, according to the relevant accounting/tax laws and regulations.

Data protection and data safety

PentaCarbon GmbH accentuates the importance of respecting the privacy and integrity of her employees and business partners. We adhere to strict standards when we process personal data of our employees or business partners. All personal data collected and stored by PentaCarbon GmbH are processed exclusively earmarked, comprehensibly, carefully and in accordance with the applicable data protection laws.

Environmental protection

We commit ourselves to comply with applicable laws and the minimum requirements for climate and environmental protection. Our goal is to protect and preserve the environment and the natural livelihood of present and future generations.

Environmental responsibility for us means:

- Using natural resources sparingly, to promote the recycling of materials
- Precedence of prevention, reduction and recycling of wastage instead of disposal

Work and health protection

PentaCarbon GmbH ensures occupational safety and health protection at the workplace within the framework of applicable national regulations and supports continuous development to improve working conditions.

Compliance with trade regulations

PentaCarbon GmbH complies with all applicable export-, import- and trade regulations of the country in which the business is conducted, including embargoes, economic regulations, export controls, anti-boycott regulations, freight safety requirements, classification and assessment of imports, information on the country of origin and free trade agreements.

Compliance with the standards according to DIN EN ISO 9001: 2015

PentaCarbon GmbH is certified according to DIN EN ISO 9001:2015 and fulfills the highest quality standards with regard to operational management, internal work processes, occupational safety and environmental protection. The quality system is continuously being applied and improved. This guarantees a high degree of effectiveness in all work processes, which assures our customers the highest degree of reliability, conscientiousness and professionalism.

Implementation and enforcement

PentaCarbon GmbH, applies this Code of Conduct with her own actions. We encourage our business partners to apply the Code of Conduct accordingly.